

CA4 ON HBL W26

A36

Feb 14 1991 -

URBAN/MUNICIPAL

Agendas/minutes of the
Personnel and Organization
Committee of the Board of
Education For the City of
Hamilton



URBAN/MUNICIPAL

CA4 ON HBL W26

A36 1991

A G E N D A*of the*PERSONNEL & ORGANIZATION COMMITTEE1991 02 14Pt. II
(revisions to
previous
agenda)

Confirmation of the minutes of the last regular meeting of 1991 01 10.

GENERALBUSINESS ARISING OUT OF THE MINUTES:

1. Personnel Priorities

URBAN MUNICIPAL

FEB 19 1991

NEW BUSINESS:

GOVERNMENT DOCUMENTS

1. Recommendations of the Director of Education
2. Accommodation of Employees under Human Rights Codes and Workers' Compensation Act
3. Staffing Report

Pages 1 to 2,
Page 2A

Pages 3 to 7

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ELEMENTARY/SECONDARYNEW BUSINESS:

1. Recommendations of the Director of Education
- * 2. Requests for "Four Over Five" Plan
- * 3. Area 3 - Special Education Consultant Vacancy

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Revised Page 10, Page 11, Page 12

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Pages 14 to 17

*In addition to agenda distributed

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Education Centre
100 Main Street West
Hamilton, Ontario
1991 02 14

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS

Confirmations

(a) That the following staff be confirmed in the position stated, effective as shown:

Denise Dawson (Auditor and Special Projects Assistant), 1991 01 15
Robert Eydt (Supervisory Foreman), 1991 01 22
Karyn Hogan (Research Librarian), 1991 01 08
Max Melnychuk (Education Centre Foreman), 1991 01 22
Michael Newman (Accounting Analyst), 1990 12 04
Duane O'Connor (Designer Engineer - Plant Department), 1991 01 29

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignation of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Lillian Burke (Cleaning Staff), 1991 06 30
Edward J. Daly (Caretaking and Maintenance Staff), 1991 06 30
Mary Rennie (Cleaning Staff), 1991 05 19
Douglas J. Ross (Caretaking and Maintenance Staff), 1991 01 31
Gloria E. Ryan (Cleaning Staff), 1991 09 30
George M. Smith (Caretaking and Maintenance Staff), 1991 03 31
Bruce Walker (Caretaking and Maintenance Staff), 1991 06 30

7. LEAVING EMPLOYMENT

(a) That the date for the following staff to leave the employ of the Board be approved:

Dr. Colin W. Pryor Administrative Staff 1991 02 10

8. LEAVES

Leave of Absence

(a) (i) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Terri-Lyn Cousins (Administrative Staff), 1991 04 22 to 1991 08 30
Kathy Lees (Administrative Staff), 1991 06 03 to 1991 06 28
Glenna Schneider (Administrative Staff), 1991 04 01 to 1991 10 04
Sue Troncho (Administrative Staff), 1991 03 01 to 1991 09 06
Donna Wicks (Cleaning Staff), 1991 01 04 to 1991 05 03

(ii) That the effective dates of the Leave of Absence granted to the following staff at the November meeting be changed:

Dr. Marie Bountrogianni (Administrative Staff), 1991 01 30 to 1991 05 29

Return from Leave of Absence

(a) That the following staff be returned from Leave of Absence effective as shown:

Heather Hamilton (Administrative Staff), 1991 02 11

9. OCCASIONAL STAFF APPOINTMENTS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

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ADDED RECOMMENDATIONSGENERAL6. RETIREMENTS

Mary T. Guymer (Cleaning Staff), 1991 07 31

7. LEAVING EMPLOYMENT

Dianne L. Osmond Administrative Staff 1991 01 25

8. LEAVESLeave Extension

(a) That the request of the following staff for an extension of a Leave of Absence, effective as shown, be granted:

Gael MacPherson (Administrative Staff), 1991 02 18 to 1991 04 26

WORLD RE-ENTRY/VIEW

REENTRY

A. REENTRY

RE-ENTRY (Re-entry Status) 1991 07 21

A. REENTRY (Re-entry Status)

RE-ENTRY (Re-entry Status) 1991 07 21

A. REENTRY

RE-ENTRY (Re-entry Status)

RE-ENTRY (Re-entry Status) 1991 07 21

RE-ENTRY (Re-entry Status) 1991 07 21

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100 Main Street West
Hamilton, Ontario
1991 02 14

TO THE CHAIR AND MEMBERS
PERSONNEL AND ORGANIZATION COMMITTEE
HAMILTON BOARD OF EDUCATION

**RE:ACCOMMODATION OF EMPLOYEES UNDER THE HUMAN RIGHTS CODE
AND WORKERS' COMPENSATION ACT
-- BACKGROUND INFORMATION --**

The purpose of this report is to provide background information and a brief summary of the obligations of the Board, as employer, to accommodate workers with injuries and disabilities under the terms of the Human Rights Code and the Workers' Compensation Act.

EVOLUTION

Historically, persons with disabilities have either borne the financial and personal costs of their special needs on their own or have relied on government pensions or assistance. Employers have had little obligation to assist workers with injuries or disabilities.

From time to time, however, employers, such as the Hamilton Board of Education, have voluntarily undertaken accommodation of valued employees in order to retain their skills, talents and experience and in recognition of the benefits of continued employment not only for the employees but for the organization as well.

The removal of barriers to equal participation of persons with temporary or permanent disabilities has now become a legal responsibility to be shared by employers.

The Human Rights Code requires employers to accommodate workers in order to give meaning to the rights of equality and freedom from discrimination guaranteed to disabled persons in the Code.

LEGAL REQUIREMENTS

The Human Rights Code prohibits employment discrimination against the disabled. Disability is defined in extremely broad terms and includes:

- both past and present physical or mental impairment
- any degree of physical disability caused by injury, birth defect or illness
- any injury for which Workers' Compensation benefits are claimed

Under the Workers' Compensation Act, employers are required to undertake any and all actions that will respond to the needs of the injured workers subject to the limitation of undue hardship.

Under these two pieces of legislation, employers have a statutory duty to accommodate employees who are injured or disabled. While the

legislative details are scant, the Human Rights Commission has published lengthy Guidelines for Assessing Accommodation and the practical application is being stringently enforced through arbitration and tribunal cases.

The obligations of the employer are:

- to define the essential duties of the job
- to assess the employees' abilities
- to attempt accommodation
- in the event accommodation is not feasible, to show undue hardship in terms of costs or health and safety.

ESSENTIAL DUTIES

The first step in the accommodation process is to determine the essential duties of a job. Essential duties are those duties which are necessary to produce the actual job outcome. They can be defined by determining:

- how often each duty is undertaken
- the proportion of time spent on each duty
- the contents of the job description

Non-essential or peripheral duties that cannot be performed by the worker can be removed from the position, thereby allowing the worker to perform the remaining essential duties.

ACCOMMODATION

Accommodation is achieved by finding an alternative way, if necessary, to perform the essential duties so that the demands of the job can be met.

Accommodation may require changing the nature of the job, or may even include redesigning the physical work area to meet the limitations of the injured or disabled employee. This can require an employer to:

- limit the types of duties involved in the position by reassigning job functions or altering the way tasks are accomplished.
- modify the facilities, premises or equipment
- adjust the work schedule
- acquire equipment or devices
- provide assistance and support staff

If the employee cannot perform the essential duties of the pre-injury work, the employer is required to offer him/her the first opportunity to accept any suitable employment that may become available with the employer. Suitable employment is any job which the employee has the necessary skills to perform, is medically able to perform, and does not pose a health or safety hazard to the employee or any co-workers, and is most comparable in nature and earnings to the employee's pre-injury employment.

UNDUE HARDSHIP

In order to successfully refuse to accommodate, an employer would have to prove undue hardship, either:

- 1) that extensive costs would be incurred in the event of reinstatement. The test of undue hardship virtually amounts to a bankruptcy test; or
- 2) that there are bona fide health and safety risks. The degree of risk that remains after maximizing the health and safety protection for the injured worker must outweigh the benefits of enhancing equality for disabled persons.

The failure to comply under the Workers' Compensation Act can amount to a penalty of up to one year's net average earnings for an employee not accommodated.

These two acts confer joint liability and responsibility on unions and employers to accommodate injured and other workers. The terms of a collective agreement are not a defence against failure to accommodate.

CONCLUSION

The key to accommodation is individualization, that is: responding to the needs of particular injured workers in the environment of the specific workplace.

The task, being led by staff of the Human Resources Department, is to develop ways to respond that are fair, consistent and in compliance with the spirit and the letter of the law. Staff are currently involved in developing a draft Policy Statement and a set of procedures as a framework for reviewing needs for and effecting accommodation.

Prepared by:

Linda Sproule-Jones
Affirmative Action/Employment Equity Coordinator

Approved by:

Bruce Sinclair
Superintendent of Human Resources

Submitted by:

Keith Rielly
Director of Education and Secretary

Government
of
Ontario



Gouvernement
de
l'Ontario

Human Rights Code, 1981

Statutes of Ontario, 1981
Chapter 53

as amended by
1984, Chapter 58, s. 39 and
1986, Chapter 64, s. 18

Definitions

9.—(b) “because of handicap” means for the reason that the person has or has had, or is believed to have or have had,

- (i) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, including diabetes mellitus, epilepsy, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a dog guide or on a wheelchair or other remedial appliance or device,
- (ii) a condition of mental retardation or impairment,
- (iii) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (iv) a mental disorder, or
- (v) an injury or disability for which benefits were claimed or received under the *Workers' Compensation Act*; (“à cause d'un handicap”)

Handicap

16.—(1) A right of a person under this Act is not infringed for the reason only that the person is incapable of performing or fulfilling the essential duties or requirements attending the exercise of the right because of handicap. 1986, c. 64, s. 18 (9).

Reasonable accommodation

(1a) The Commission, a board of inquiry or a court shall not find a person incapable unless it is satisfied that the needs of the person cannot be accommodated without undue hardship on the person responsible for accommodating those needs, considering the cost, outside sources of funding, if any, and health and safety requirements, if any.

Idem

(1b) The Commission, a board of inquiry or a court shall consider any standards prescribed by the regulations for assessing what is undue hardship. 1986, c. 64, s. 18 (10).

Powers of Commission

(2) Where, after the investigation of a complaint, the Commission determines that the evidence does not warrant the appointment of a board of inquiry because of the application of subsection (1), the Commission may nevertheless use its best endeavours to effect a settlement as to the duties or requirements. 1981, c. 53, s. 16 (2); 1986, c. 64, s. 18 (11).

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Ontario Bill 162 Adopted

The Workers' Compensation Amendment Act, 1989

Employers' duties:

(s.19 of the Bill, enacting
new s.54b of the Act)

- workers with less than one year continuous employment excluded
- Act prevails over collective agreement if more favorable to worker, in terms of re-employment
- Act does not displace seniority rights under collective agreements relative to re-employment
- must offer pre-injury position or alternative employment at comparable earnings to medically fit workers
- must accommodate the workplace to the needs of the worker subject to financial hardship of the employer
- obligation to re-employ extends to the earliest of two years from the date of injury, one year from date of notification of medical fitness, and the date the worker reaches 65 years of age

Penalty for non-compliance:

- maximum of the amount of the worker's net average earnings in the year before injury
- firing a rehired worker within six months of his or her return to work is considered non-compliance by the employer unless justifiable

Employers' Duties Checklist

1. Continue benefits	Health care, life insurance and pension benefits at least partly paid by employer
How long?	1 year (where absence due to injury), and worker continues to pay any required employee contributions
2. Maintain seniority	Yes
3. Rehire worker	Yes
a) Exemptions	Employers with < 20 workers
b) Criteria	• Board determines ability to perform pre-injury or suitable employment • worker is not yet age 65 and has one year seniority prior to injury
c) Preferential recall	Yes, overrides collective agreement but does not displace seniority rights relative to re-employment issues
d) How long does the duty last?	Until earliest of: • 2 years after injury • 1 year from worker's availability for work • age 65
e) Terms of Reinstatement	The same position or alternate work of comparable nature and earnings, as of date of accident
f) Suitable Work	If worker can't do the essential duties of pre-injury work, provide the first suitable job that becomes available

STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31st ACTUAL										1990				1990 ACTUALS				1991 ACTUALS			
	1984	1985	1986	1987	1988	1989	BUDGET	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG			
Admin & Support Staff	391.37	401.37	417.37	430.24	469.64	491.54	493.54	493.54	493.54	493.54	493.54	492.54	492.54									
Co-ordinators/Consultants	76.50	77.30	78.00	80.00	77.67	77.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67									
Teachers - Elementary																						
- at school location	1,288.75	1,307.00	1,354.70	1,406.50	1,492.20	1,585.90	1,605.40	1,617.60	1,617.70	1,622.10	1,622.10	1,625.00	1,625.40									
- not at school location	11.25	10.25	8.25	8.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25									
Secondary - Composite	782.17	750.03	732.67	741.83	757.50	795.00	830.00	836.33	838.67	841.00	841.00	841.00	839.00									
- Vocational	170.67	168.67	159.83	160.90	160.07	146.00	117.00	117.83	117.83	116.67	116.67	116.67	116.00									
- Vanier	26.00	29.00	31.00	31.50	33.00	34.00	34.00	33.50	33.50	33.50	33.50	33.50	33.50									
Elementary TR	42.00	39.00	34.00	29.00	26.00	24.00	23.00	21.00	21.00	20.00	20.00	16.00	16.00									
Secondary TR		4.00	6.00	7.00	8.00	7.00	7.00	8.00	8.67	9.67	9.67	13.67	13.67									
Lunchroom - Elementary	54.90	68.00	78.40	92.80	102.90	115.10	109.74	110.80	111.40	112.30	112.30	113.57	113.57									
- Secondary	7.00	7.00	7.30	7.30	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00									
- Vocational	3.30	3.30	3.10	3.10	3.10	2.60	2.60	2.14	2.14	2.14	2.14	2.14	2.14									
Bus Supervisors		6.40	12.10	13.90	14.40	16.50	16.50	17.68	17.68	17.68	17.68	17.68	17.68									
Educational Assistants	113.00	123.50	139.00	155.00	173.00	217.50	218.50	220.50	220.50	220.50	221.50	221.50	221.50									
Lunchroom Assistants	2.50	1.97	5.14	5.71	6.00	6.43	6.43	6.56	6.56	6.56	6.56	6.56	6.56									
Ckrs/Maint/WHS/Asbestos	214.00	209.00	210.00	210.00	217.00	218.00	220.00	222.00	222.00	220.00	220.00	217.00	217.00									
Cleaners/Cooks	331.00	325.00	330.00	333.00	340.00	347.00	347.00	347.00	347.00	351.00	351.00	351.00	351.00									
Staff On Loan - Teachers	22.75	30.42	29.55	34.25	34.92	33.92	34.92	40.25	40.25	41.25	41.25	42.75	42.75									
- Consultants					0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33									
- Clerical							0.50	0.50	0.50	0.50	0.50	0.50	0.50									
Full Time Equiv. Positions	3,537.16	3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,155.38	4,184.48	4,188.19	4,197.66	4,198.66	4,200.33	4,198.06									
Number Of Employees										4,804	4,805	4,812	4,810									
Lunchroom Enrolment	8,000 est	9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,000 est	15,324	15,372	15,462	15,571	15,628										
Enrolment - Elementary	* 24,777	* 24,543	* 24,682	* 24,441	* 25,007	* 25,474	26,027	* 25,811	25,831	25,796	25,802											
- Secondary	* 15,695	* 14,748	* 14,122	* 14,260	* 14,218	* 14,207	14,415	* 14,295	13,828	13,456	13,315											
- T. R.	* 305	* 286	* 262	* 243	* 210	* 193	187	* 178	179	181	186											
- TOTAL	* 40,777	* 39,577	* 39,066	* 38,944	* 39,435	* 39,874	40,629	* 40,284	39,838	39,433	39,303											

* September 30th Enrolments

Prepared by Human Resources

February 1, 1991

The Workers' Compensation Act

Section 1. The purpose of this Act is to provide for the compensation of workers who are injured or become disabled as a result of their employment.

Section 2. The Board of Workers' Compensation shall be composed of three members, one of whom shall be a representative of the workers.

Section 3. The Board of Workers' Compensation shall have the honor and privilege of sitting in public.

Section 4. The Board of Workers' Compensation shall have the power to make rules and regulations for the administration of this Act.

Section 5. The Board of Workers' Compensation shall have the power to hear and determine any dispute arising under this Act.

Section 6. The Board of Workers' Compensation shall have the power to award compensation to any worker who is injured or becomes disabled as a result of his employment.

Section 7. The Board of Workers' Compensation shall have the power to award compensation to any worker who is injured or becomes disabled as a result of his employment.

Section 8. The Board of Workers' Compensation shall have the power to award compensation to any worker who is injured or becomes disabled as a result of his employment.

Section 9. The Board of Workers' Compensation shall have the power to award compensation to any worker who is injured or becomes disabled as a result of his employment.

Section 10. The Board of Workers' Compensation shall have the power to award compensation to any worker who is injured or becomes disabled as a result of his employment.

Education Centre
100 Main Street West
Hamilton, Ontario
1991 02 14

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Permanent Staff, effective 1991 03 20, with salary according to the salary schedule:

George Karambelas (S)
Marvin Kuehn (E)

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

Reciprocal Transfers

(a) (i) That William Magda be transferred from the Elementary Panel to the Secondary Panel, effective 1991 02 01 to 1991 06 28.

(ii) That Wayne Hager be transferred from the Secondary Panel to the Elementary Panel, effective 1991 02 01 to 1991 06 28.

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective as shown, with salary according to the salary schedule:

Rosemary Almas (E), .5 to .8, 1991 01 29 to 1991 06 28
Vincent Formosi (S), 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2), 1991 02 01
Vanessa Gray (E), .4 to .5, 1991 01 14 to further notice
Ene Readyhough (S), 5/6 to 6/6 (full time Sem. 1 and Sem. 2),
1991 02 01
Mary Wheeler (E), .5 to .4, 1991 02 01

6. RETIREMENTS

(a) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Jacqueline Carson (S), 1991 06 30
Larry Dickhout (S), 1991 06 30

Jessie Dodds (S), 1991 06 30
Laszlo Gauder (S), 1991 06 30
Jean McKay (S), 1991 06 30
Leslie Pracsovics (S), 1991 06 30
Robert Ross (E), 1991 06 30
Robert Savelli (S), 1991 06 30
James Stewart (S), 1991 06 30
Helen Vivian (E), 1991 06 30

(ii) That the resignation of the following teacher, for the purpose of retirement, effective as shown, be accepted with regret:

Rosemary Walton (E), 1990 12 31

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Pamela Carson-White (E), 1991 03 04 to 1991 08 31
Lynn Coulson-Hallis (E), 1991 04 01 to 1991 08 31
Linda Evans (S), 1991 02 12 to 1991 08 31
Gylaine Fortin (E), 1991 01 21 to 1991 12 31
Ruth Anne Hamel (E), 1991 02 25 to 1991 08 31
David Jeffrey (E), 1991 02 11 to 1991 05 03
Brenda Stewart (E), 1991 03 18 to 1991 08 31

Leave Extensions

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Elisa Cesa (E), 1991 09 01 to 1992 08 31
Sharon Dempsey (S), 1991 09 01 to 1992 08 31
Barbara Dow Lam (E), 1991 03 04 to 1991 12 31

Return from Leave of Absence

(a) That the following teachers be returned from Leaves of Absence and assigned teaching duties, effective as shown:

Maria Hruska (S), 1991 09 01
Angela Mouriopoulos (E), 1991 03 04
Arthur Sebastian (S), 1991 09 01
Betty Steinbock (E), 1991 04 01

9. OCCASIONAL STAFF

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Jane Clouston (S), 1991 01 07 to 1991 01 29
Franciska Daines (E), 1991 01 29 to 1991 06 28 (.2)
Clare Doherty (E), 1991 01 08 to further notice
Andre Dumas (E), 1991 02 11 to 1991 06 27 (.5)
Tara Fancy (E), 1991 01 07 to further notice
Bruce Gibson (S), 1990 12 10 to further notice
Cynthia Goodridge (E), 1991 01 07 to further notice (.5)

Barbara Holman (S), 1991 01 07 to 1991 01 31
Denise Jalbert (S), 1990 12 03 to 1991 01 30
1991 02 01 to further notice
Maureen Julian-Ash (S), 1991 02 01 to further notice (1/3)
Jeff Mackness (E), 1991 01 14 to 1991 03 22
Barbara Maniel (E), 1991 06 25 to 1991 06 27
Michelle Paquette (E), 1991 01 28 to 1991 05 24
Elizabeth Peller (E), 1991 01 14 to 1991 03 01 (.7)
Diane Schofield (E), 1990 12 10 to further notice
Mark Simpson (S), 1991 02 01 to further notice (2/3)
Jeanette Van Loon (S), 1991 02 01 to 1991 06 27

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

1950-1951 (2), 1951-52 to 1952-53 (3), 1952-53 to 1953-54 (4), 1953-54 to 1954-55 (5), 1954-55 to 1955-56 (6), 1955-56 to 1956-57 (7), 1956-57 to 1957-58 (8), 1957-58 to 1958-59 (9), 1958-59 to 1959-60 (10), 1959-60 to 1960-61 (11), 1960-61 to 1961-62 (12), 1961-62 to 1962-63 (13), 1962-63 to 1963-64 (14), 1963-64 to 1964-65 (15), 1964-65 to 1965-66 (16), 1965-66 to 1966-67 (17), 1966-67 to 1967-68 (18), 1967-68 to 1968-69 (19), 1968-69 to 1969-70 (20), 1969-70 to 1970-71 (21), 1970-71 to 1971-72 (22), 1971-72 to 1972-73 (23), 1972-73 to 1973-74 (24), 1973-74 to 1974-75 (25), 1974-75 to 1975-76 (26), 1975-76 to 1976-77 (27), 1976-77 to 1977-78 (28), 1977-78 to 1978-79 (29), 1978-79 to 1979-80 (30), 1979-80 to 1980-81 (31), 1980-81 to 1981-82 (32), 1981-82 to 1982-83 (33), 1982-83 to 1983-84 (34), 1983-84 to 1984-85 (35), 1984-85 to 1985-86 (36), 1985-86 to 1986-87 (37), 1986-87 to 1987-88 (38), 1987-88 to 1988-89 (39), 1988-89 to 1989-90 (40), 1989-90 to 1990-91 (41), 1990-91 to 1991-92 (42), 1991-92 to 1992-93 (43), 1992-93 to 1993-94 (44), 1993-94 to 1994-95 (45), 1994-95 to 1995-96 (46), 1995-96 to 1996-97 (47), 1996-97 to 1997-98 (48), 1997-98 to 1998-99 (49), 1998-99 to 1999-00 (50), 1999-00 to 2000-01 (51), 2000-01 to 2001-02 (52), 2001-02 to 2002-03 (53), 2002-03 to 2003-04 (54), 2003-04 to 2004-05 (55), 2004-05 to 2005-06 (56), 2005-06 to 2006-07 (57), 2006-07 to 2007-08 (58), 2007-08 to 2008-09 (59), 2008-09 to 2009-10 (60), 2009-10 to 2010-11 (61), 2010-11 to 2011-12 (62), 2011-12 to 2012-13 (63), 2012-13 to 2013-14 (64), 2013-14 to 2014-15 (65), 2014-15 to 2015-16 (66), 2015-16 to 2016-17 (67), 2016-17 to 2017-18 (68), 2017-18 to 2018-19 (69), 2018-19 to 2019-20 (70), 2019-20 to 2020-21 (71), 2020-21 to 2021-22 (72), 2021-22 to 2022-23 (73), 2022-23 to 2023-24 (74), 2023-24 to 2024-25 (75), 2024-25 to 2025-26 (76), 2025-26 to 2026-27 (77), 2026-27 to 2027-28 (78), 2027-28 to 2028-29 (79), 2028-29 to 2029-30 (80), 2029-30 to 2030-31 (81), 2030-31 to 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ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

6. RETIREMENTS

Susan Hildreth (Elementary School Principal), 1991 06 30
Bertha McQueen (E), 1991 06 30

8. LEAVES

Leave of Absence

Christine Rees (E), 1991 02 25 to 1991 05 03
Laurie Zaffiro-Smith (S), 1991 03 18 to 1991 08 31
Laura Manente (E), 1991 03 04 to 1991 05 10

9. OCCASIONAL STAFF

Laurie Miller (E), 1991 01 18 to further notice

10. O T H E R

(a) We regret to announce the death of Cathrine Motolanez (E), teacher, on 1991 02 08.

ADJECTIVE RECOGNITION
SIX-LETTER WORDS

2. RECOGNITION

Student should be able to recognize the following words by sight.
List A: 100% correct (10/10) 10/10

3. RECOGNITION

4. RECOGNITION

List B: 100% correct (10/10) 10/10
List C: 100% correct (10/10) 10/10
List D: 100% correct (10/10) 10/10

5. RECOGNITION

List E: 100% correct (10/10) 10/10

6. RECOGNITION

(a) He began to announce the death of Calhoun's Republic (17) 10/10
10/10 10/10

REQUESTS FOR "FOUR OVER FIVE" PLAN

(a) That approval be granted for the requests of the following teachers for Leaves of Absence under the Salary Holdback Plan ("Four Over Five") of the Collective Agreement, effective as shown:

Zaitoon Adata (S), (Semestered Leave), 1993 02 01 to 1993 06 30
 Michael Creaghan (S), (Semestered Leave), 1993 02 01 to 1993 06 30
 Paul Lewis (E), (Full-Year Leave), 1994 09 01 to 1995 06 30
 Roger T. Snowling (S), (Semestered Leave), 1993 02 01 to 1993 06 30

(b) That the Board rescind the Leave of Absence granted at a previous meeting to the following teacher and approve the request to withdraw from the Salary Holdback Plan ("Four Over Five"), effective as shown:

Jane Easden (E), 1991 01 22

REQUEST FOR A FURTHER REVIEW

(a) That the Board be granted the request of the following teachers for payment of salary under the salary schedule for the year 1981-82 at the following amounts, effective as shown:

James E. Baker (2), (Intermediate Level), 1981-82 at \$12,000.00
Michael E. Baker (2), (Intermediate Level), 1981-82 at \$12,000.00
Paul Baker (2), (High School Level), 1981-82 at \$12,000.00
Robert L. Baker (2), (Intermediate Level), 1981-82 at \$12,000.00

(b) That the Board be granted the request of the following teachers for payment of salary under the salary schedule for the year 1981-82 at the following amounts, effective as shown:

James E. Baker (2), 1981-82 at \$2

East Hamilton Office
350 Albright Road
Hamilton, Ontario

1991 02 14

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Re: Area 3 - Special Education Consultant Vacancy

Ladies and Gentlemen:

When Vincent Massey students were added to the regular population at Sir Winston Churchill Secondary School, that school became entitled to an additional full time Learning Resource Teacher according to the Component Staffing agreement with O.S.S.T.F. Recognizing that our needs of accommodating that new group into Churchill exceeded the provision of an additional Learning Resource person but also involved the coordination of the program for Developmentally-delayed students, their new facilities, the partly-new staff, the increased Peer Helper programme, and the integration of this programme into a composite school setting, we chose to split the job into part-L.R.T. and part-Special Assignment. This was not an increase in staff entitlement since by contract, the position is warranted. David Hutton, formerly Area 3-Special Education Consultant, was chosen to fulfil this role because of his eminent qualifications. Through a meeting with the O.S.S.T.F. District 8 representatives and Ron Kennedy, Assistant Superintendent (Staffing), we were able to obtain agreement to utilize this position as part-L.R.T. and part-Special Assignment rather than the normal full-L.R.T. position.

Inadvertently, at the January P. & O. meeting in explaining this appointment, it was stated that the incumbent was "redeployed" which can mean the closing of one position and the opening of another. In this case, the employee was "transferred" from one position to another leaving vacant the Area 3-Special Education Consultancy. Recognizing that the inaccurate explanation might imply that an unwarranted position was being created, it was decided to delay our posting and filling of this position until we could explain the situation.

It is important to point out that the Special Education Consultancy is an indispensable position on the Resource Team. As a result, the enclosed memo outlines the "short-term" assistance which we must access to get over the emergency situations this month but it must be emphasized that this assistance will not endure. For that reason, it is necessary that we advertise and fill this position as soon as possible. Since the former incumbent was coming to the end of his term as

1991 02 14

of June 30, 1991, the advertised position would be for a new term subject to the conditions of the Collective Agreement.

RECOMMENDATION

**THAT THIS EXPLANATION REGARDING AN
INTERNAL APPOINTMENT (TRANSFER) BE
RECEIVED FOR INFORMATION.**

Prepared by: R. W. Binns, Superintendent of Schools

Submitted by: A. L. Stockwell, Associate Director

Approved by: K. A. Rielly, Direction of Education
and Secretary



350 Albright Rd.
Hamilton, Ontario
L8K 5J4

Telephone: 578-5244
Facsimile: 578-5719

DATE: 1991 01 31

AREA 3 OFFICE

TO: Rick Binns, Superintendent of Schools
FROM: Al Scott, Area Supervisor
RE: VACANT SPECIAL EDUCATION CONSULTANCY
AREA 3

In meeting with David Hutton, we have identified 4 areas which must be addressed in light of the probability that we will not have a replacement for David during the month of February:

1. S.I.P.R.C.'S February 12 & 13
2. Annual Reviews of Exceptional Pupils
3. Level 2 D.A.R.T.'s
4. Emergency Consultation and Intervention

I should note that, should the position remain vacant past February, other contingency plans will be necessary to deal with issues such as:

1. Student Placements and Programme Relocations
2. S.I.P.R.C.'s scheduled for April and May
3. Annual Reviews of Exceptional Pupils
4. Input re Staffing of Special Education Classes for 1991-92
5. Special Education Class and L.R.T. and S.E.R.T. Consultation and Support

For February, having examined available sources of interim support, I would suggest the following

Item	Primary Responsibility	Back-Up Support
1. S.I.P.R.C's	Dave Hutton	• Bob Adams • Wayne Dalglish • Area Special Education Consultants as av'lbe • Eric Hipkiss • Georgina Pain

- | | | |
|--|-----------|--|
| 2. Annual Reviews | Bob Adams | • Other Spec. Ed. Consultants as available |
| 3. Level 2 D.A.R.T.'s | Bob Adams | • Resource Team Members
Pat Squire, Wayne Dalglish, Bill Hennessy |
| 4. Emergency Consultation/Intervention | Bob Adams | • Al Scott
• Bill Hennessy
• Jacquie Diverty
• Jack Diverty
• Marlene Rielly |

As well, we have a number of staff members who might be called upon for Special Consultation, given their roles and experiences.

Name	Role	Location
Brian Seamans	Comm. Facilities Ldr.	Ed Centre - 3rd Floor
Nancy Smith	LRT	Lake Ave.
Keith Muldoon	LRT	Roxborough Park
Sandra Peters	S.E.R.T.	Hillsdale
Gary Krupa	S.E.R.T.	Glen Brae
Helena Oliphant	L.R.T.	Glen Brae
Ross Gardner	LRT/P.A.	Rosedale
Sandra Emery	S/L Class	Hillcrest
Ursula Spriggs	L.R.T.	Bagshaw
Holly Garret	B.E. Class	Parkdale

I would suggest that a 'contingency' plan based on the above be presented for discussion to our Administrative Council on February 6.

/md

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

SPECIAL MEETING

URBAN/MUNICIPAL

CA4 ON HBL W26
A36 1991

1991 02 28

TO THE CHAIRMAN AND MEMBERS

PERSONNEL & ORGANIZATION COMMITTEE

(Trustees Bishop, Hicks, Lowe, Mulholland, Paquin, R. Stewart
and Cunningham.)

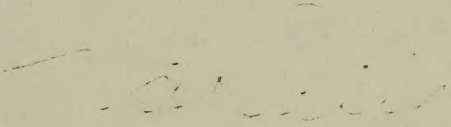
Ladies and Gentlemen:

Please be advised that the Personnel and Organization
Committee will meet on Tuesday, 1991 03 05, immediately following
the Operations Management Committee meeting.

Attached is an agenda showing the items to be discussed.

Your attendance is requested.

Yours truly,


K. A. Rielly
Director of Education
and Secretary

rm

Notice sent to all trustees.

URBAN/MUNICIPAL

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CA4 ON HBLW26
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URBAN MUNICIPAL

APR 8 1991

GOVERNMENT DOCUMENTS

A G E N D A

of the
PERSONNEL & ORGANIZATION COMMITTEE

1991 03 05

Confirmation of the minutes of the last regular meeting of 1991 02 14.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Report from the Officials Re Personnel
Priority Package Pages 1 to 8

NEW BUSINESS:

1. Recommendations of the Director of Education Page 9
2. Staffing Report Page 10

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

1. Report from the Officials Re Personnel
Priority Package Pages 1 to 8
2. Proposed Area Reorganization as Part of the
Personnel Priority Package Pages 11 to 13

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 14 to 15
Page 16

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1991 03 05

To the Chairman and Members,
Personnel & Organization Committee,
Board of Education for the
City of Hamilton.

Ladies and Gentlemen:

Re: Personnel Priority Package

At the special meeting of the Board on 1991 02 25, a list of reductions of permanent and temporary staff positions was presented to the trustees for information and consideration in context with the overall building of the 1991 budget.

It was stated at that time that Senior Management would be recommending to the Board that the reductions listed on the attached personnel priority sheets be incorporated into the 1991 budget in order to reach the target figure of 6% increase in property taxes.

For purposes of voting, each position or program has been designated as either Elementary/Secondary (E/S) or General (G).

Also included in this report is a rationale to support the position of an Academic Staffing Coordinator and a recommendation that a person be redeployed to this position effective 1991 04 01.

Prepared by: Senior Management.

Presented by: Bruce Sinclair,
Superintendent of Human Resources.

Approved by: Keith A. Rielly,
Director of Education and Secretary.

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PERSONNEL PRIORITY PACKAGE

A) PERMANENT POSITIONS

POSITION	DUTIES	IMPACT	RESULTS	SAVINGS	
				ANNUAL	BUDGET
INFORMATION MANAGEMENT SERVICES					
G Supervisor, Administrative Services	coordinates and supervises printing, switchboard, word processing, mailroom, trustee services, first floor receptionist and meeting rooms	duties reassigned to existing personnel	incumbent retired	35,000	35,000
G Operations Scheduler	schedules run-off of reports and maintains Computer Tape Library and stock inventory	duties reassigned to Operations Supervisor and others	incumbent reassigned	32,000	32,000
G Procedures and Forms Coordinator	responsible for development and modification of Board forms and procedures	services partially curtailed and reassigned to existing positions	incumbent promoted	35,000	29,000
G Media Clerk	processes orders and maintains records of AV material & equipment	duties reassigned to AV staff	incumbent transferred	24,000	12,000
DIRECTOR'S OFFICE					
G Administrative Assistant	acting as Executive Assistant to Director/ Associate Director	service curtailed	new term not filled	60,000	24,000

POSITION	DUTIES	IMPACT	RESULTS	SAVINGS	
				ANNUAL	BUDGET
PLANT DEPARTMENT					
G	Glaziers (2)	qualified tradespersons who repair, replace and install glass	service curtailed	retirements no replacements	80,000 56,000
PROGRAM DEPARTMENT					
G	Assistant Superintendent of Program	coordinates and manages assigned programs and staff related to both curriculum, special education and services	will require major restructuring of department responsibilities	retirement no replacement	80,000 80,000
E/S	Language Consultant	-core french in-service and consulting grades 4-9 -french immersion in-service and consulting grades K - OAC	-leaves 1 consultant -will require deletion of some programs/ services -will require restructuring of Language Department . core french . french immersion . third language	one consultant's term is up and will return to school	60,000 24,000
E/S	Writing to Read Consultant	-program development -teacher, principal and educational assistant in-service -consultative help to teachers in classrooms	-service curtailed -no increase in number of program sites -tasks picked up by JK/SK and primary consultants	incumbent returning to school	60,000 24,000
G	Coordinator of Continuing Education	responsible for much of the coordinating functions within the department	re-organization of the department	incumbent retiring	74,000 30,000

<u>POSITION</u>	<u>DUTIES</u>	<u>IMPACT</u>	<u>RESULTS</u>	<u>SAVINGS</u>	
				<u>ANNUAL</u>	<u>BUDGET</u>
E/S Community School Workers (2)	works with the community Advisory Committee and the school to develop, implement and supervise the operation of social, educational and recreational programmes	OTHER program to be cancelled	incumbents will be laid off	70,000	28,000
TOTAL PERMANENT POSITION REDUCTIONS				1,395,000	688,000

RECOMMENDATION :

That the positions in Section A be discontinued in accordance with the schedule of savings and be reflected in the 1991 Budget Estimates.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 01-10-2001 BY 60322 UCBAW/STP

100-100000000

UNITED STATES DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 01-10-2001 BY 60322 UCBAW/STP

100-100000000

DATE	TIME	LOCATION	REMARKS	INITIALS	REMARKS
01-10-2001	10:00	100-100000000	ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 01-10-2001 BY 60322 UCBAW/STP	60322	UCBAW/STP

B) TEMPORARY/SPECIAL PROJECT ASSISTANCE

POSITIONS	DUTIES/IMPACT	RESULTS	SAVINGS	
			ANNUAL	BUDGET
INFORMATION MANAGEMENT SERVICES				
G	Printing	-running duplicating and offset printer -reduction of services	50,000	39,000
G	AV Services	-peak-time, summer replacement coverage		
G	H.P. Library	-reduction in service	19,000	19,000
G	Research			
G	Systems & Methods			
DIRECTOR'S OFFICE				
G	Secretary	-additional secretarial assistance -discontinued/reduced service	20,000	16,000
PLANT DEPARTMENT				
G	Summer Student Assistance	-cancelled bulk of Grounds, Maintenance shop, renovations, summer students program	51,000	51,000
G	Overtime	-reducing amount of replacement overtime in Caretaking Services -caretaking services curtailed	25,000	25,000

POSITIONS	DUTIES/IMPACT	RESULTS	SAVINGS	
			ANNUAL	BUDGET
<u>PROGRAM DEPARTMENT</u>				
G	Curriculum Writing and Special Education Writing Teams	-some curriculum curtailed -some program consolidation	-extra assignments not offered -reduction in level of service	310,000 310,000
G	Program Consolidation			
G	Secretarial/Specialized Assistance			
G	Continuing Education			
<u>OTHER</u>				
E/S	Community Schools Program	secretarial assistance	lay off	6,000 2,000
<u>FINANCE DEPARTMENT</u>				
G	Temporary Assistance	-peak-time assistance in most departments has been reduced -services reduced -special projects deferred	casuals not assigned	35,000 35,000
<u>HUMAN RESOURCES DEPARTMENT</u>				
G	Elementary/Secondary/Central Office	-system reduction of casual clerical and secretarial assistance -reduced service	supply help not assigned	75,000 75,000
G	Project Work	-pay equity special project assignment terminated -duties transferred	secondment returns to regular school position	25,000 12,500
G	Temporary Assistance	-ongoing casual assistance in Staffing and Benefits -reduced services	lay offs	25,000 7,500

	<u>SAVINGS</u>	<u>BUDGET</u>
ANNUAL	641,000	592,000

TEMPORARY/SPECIAL PROJECT ASSISTANCE TOTAL REDUCTIONSNOTE:

System guidelines are being developed and implemented to strictly limit the use of casual clerical assistance and overtime throughout the system.

RECOMMENDATION:

That the reduction or discontinuation of services and casual assistance in Section B be reflected in the 1991 Budget Estimates.

100-200 100-200

REDEPLOYMENT OF
ACADEMIC STAFFING POSITION

<u>PRESENT</u>	<u>PROPOSED</u>	<u>BUDGET SAVINGS</u>
Assistant Superintendent, Staffing	Special Assignment Coordinator	Approx \$20,000.

RECOMMENDATION:

That a Special Assignment in the role of Academic Staffing Coordinator be approved for a period of 18 months and that the position of Assistant Superintendent, Staffing be deleted effective April 1, 1991.

SPECIAL ASSIGNMENT:

Reporting to the Superintendent of Human Resources the Staffing Coordinator will facilitate the staffing of schools and programs according to system and Area needs. During the assignment, the person will facilitate the review of existing staffing processes as part of a planned change to a more decentralized system of human resource management. The Staffing Coordinator will assist the Human Resources Department in achieving an integrated staffing service for academic, administrative and support programs.

SUMMARY OF DUTIES:

In conjunction with School Superintendents, Principals and Program Coordinators coordinates:

- . allocation of contract and occasional teaching staff to schools in accordance with system and Area plans, contract provisions and Ministry regulations
- . external recruitment and hiring programs for contract teachers and occasional teachers, including procedures related to applications, screening, interviewing, selection and appointment
- . maintenance of teacher information system related to hiring, placement, appointments, staffing data, reports, forecasting, budgeting and contract maintenance
- . internal job posting and promotion procedures relating to vacancies in positions of responsibility and teaching assignments
- . in-service training for hiring and promotion teams regarding job and selection criteria, interviewing and assessment procedures, hiring plans, Ministry directives and Human Rights legislation; and orientation and staff relations activities

SUMMARY OF REQUIREMENTS:

- . Knowledge of education services, programs and teaching roles
- . Familiarity with hiring practices, staffing processes, qualification requirements and Ministry regulations
- . An awareness of human rights and employment legislation with an understanding and respect for racial and ethnocultural differences and employment equity

ACADEMIC ACHIEVEMENT

STUDENT ACHIEVEMENT

TEACHER ACHIEVEMENT

PRESENT

STUDENT ACHIEVEMENT

SPECIAL ASSIGNMENT: Development

Student Achievement, Testing

TESTING

That a special assignment is the role of academic testing in the classroom. The purpose of this report is to provide a review of the current state of testing in the classroom and to provide a summary of the current state of testing in the classroom.

GENERAL ASSIGNMENT

Assigned to the Superintendent of Schools is the task of reviewing the current state of testing in the classroom and to provide a summary of the current state of testing in the classroom. The purpose of this report is to provide a review of the current state of testing in the classroom and to provide a summary of the current state of testing in the classroom.

GENERAL ASSIGNMENT

In connection with School Superintendent's Review of the current state of testing in the classroom and to provide a summary of the current state of testing in the classroom. The purpose of this report is to provide a review of the current state of testing in the classroom and to provide a summary of the current state of testing in the classroom.

General Assignment and Review of the current state of testing in the classroom and to provide a summary of the current state of testing in the classroom. The purpose of this report is to provide a review of the current state of testing in the classroom and to provide a summary of the current state of testing in the classroom.

Assignment of the current state of testing in the classroom and to provide a summary of the current state of testing in the classroom. The purpose of this report is to provide a review of the current state of testing in the classroom and to provide a summary of the current state of testing in the classroom.

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GENERAL ASSIGNMENT

Assignment of the current state of testing in the classroom and to provide a summary of the current state of testing in the classroom. The purpose of this report is to provide a review of the current state of testing in the classroom and to provide a summary of the current state of testing in the classroom.

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Education Centre
100 Main Street West
Hamilton, Ontario
1991 03 05

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS

Confirmations

(a) That the following staff be confirmed in the position stated, effective as shown:

Orville Grasley (Maintenance Foreman - Glass & Welding), 1991 02 19
Patrick Hanson (Media Technician [.5]), 1991 01 08

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignation of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Vernon F. Shutler (Caretaking and Maintenance Staff), 1991 06 30

7. LEAVING EMPLOYMENT

(a) That the date for the following staff to leave the employ of the Board be approved:

Diana E. McKrae Cleaning Staff 1991 02 20

8. LEAVES

Leave of Absence

That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Joanne Kendall (Administrative Staff), 1991 03 18 to 1991 05 24
Dilys McIlveen (Cleaning Staff), 1991 05 06 to 1991 10 25

9. OCCASIONAL STAFF APPOINTMENTS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

100 West Street
Boston, Ontario
100 West Street

To The Chairman and Members
of the Board of Education
Toronto & District

Dear Sirs:

GENERAL

I have the honor to present the following recommendations for your approval:

1. RECOMMENDATION FOR THE YEAR 1901

2. RECOMMENDATION FOR THE YEAR 1902

3. RECOMMENDATION FOR THE YEAR 1903

(a) That the following staff be continued in the positions held, effective as shown:

Charles George (Assistant Secretary - Class & Industry) 1901 to 19
Arthur Nelson (Chief Clerk) 1901 to 19

4. RECOMMENDATION FOR THE YEAR 1904

5. RECOMMENDATION FOR THE YEAR 1905

6. RECOMMENDATION FOR THE YEAR 1906

7. RECOMMENDATION FOR THE YEAR 1907

(a) That the resignation of the following staff, for the purpose of retirement from the position held, effective as shown, be accepted with regret and that the Board's gratitude be paid:

Verne E. Smith (Assistant and Maintenance Staff) 1901 to 19

8. RECOMMENDATION FOR THE YEAR 1908

(a) That the staff for the following year be approved:

Class Staff 1901 to 19
Class Staff 1901 to 19

9. RECOMMENDATION FOR THE YEAR 1909

That the resignation of the following staff for leave of absence, effective as shown, be granted:

James Smith (Administrative Staff) 1901 to 19
Dora Nelson (Classroom Staff) 1901 to 19

10. RECOMMENDATION FOR THE YEAR 1910

Respectfully submitted,

E. A. Kelly,
Director of Education
and Secretary

STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31st ACTUAL						1990 ACTUALS					1991 ACTUALS							
	1984	1985	1986	1987	1988	1989	BUDGET	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Admin & Support Staff	391.37	401.97	417.37	430.24	469.64	491.54	493.54	493.54	493.54	493.54	493.54	492.54	492.54						
Co-ordinators/Consultants	76.50	77.50	78.00	80.00	77.67	77.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67						
Teachers - Elementary	1,300.00	1,317.25	1,362.95	1,414.75	1,498.45	1,592.15	1,611.65	1,623.85	1,623.95	1,628.35	1,628.35	1,631.25	1,631.65						
Secondary - Composite	782.17	750.83	732.67	741.83	757.50	795.00	830.00	836.33	838.67	841.00	841.00	841.00	841.67						
- Vocational	170.67	168.67	159.83	160.90	160.07	146.00	117.00	117.83	117.83	116.67	116.67	116.67	116.00						
- Vanier	26.00	29.00	31.00	31.50	33.00	34.00	34.00	33.50	33.50	33.50	33.50	33.50	33.50						
Elementary TR	42.00	39.00	34.00	29.00	26.00	24.00	23.00	21.00	21.00	20.00	20.00	16.00	16.00						
Secondary TR		4.00	6.00	7.00	8.00	7.00	7.00	8.00	8.67	9.67	9.67	13.67	13.67						
Lunchroom - Elementary	54.90	68.60	78.40	92.80	102.90	115.10	109.74	110.80	111.40	112.30	112.30	113.57	113.57						
- Secondary	7.00	7.00	7.30	7.30	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00						
- Vocational	3.30	3.30	3.10	3.10	3.10	2.60	2.60	2.14	2.14	2.14	2.14	2.14	2.14						
Bus Supervisors		6.40	12.10	13.90	14.40	16.50	16.50	17.68	17.68	17.68	17.68	17.68	17.68						
Educational Assistants	113.00	123.50	139.00	155.00	173.00	217.50	218.50	220.50	220.50	220.50	221.50	221.50	221.50						
Lunchroom Assistants	2.50	1.97	5.14	5.71	6.00	6.43	6.43	6.56	6.56	6.56	6.56	6.56	6.56						
Ctkrs/Maint/Whs/Asbestos	214.00	209.00	210.00	210.00	217.00	218.00	220.00	222.00	222.00	220.00	220.00	217.00	217.00						
Cleaners/Cooks	331.00	325.00	330.00	333.00	340.00	347.00	347.00	347.00	347.00	351.00	351.00	351.00	352.00						
Staff On Loan - Teachers	22.75	30.42	29.55	34.25	34.92	33.92	34.92	40.25	40.25	41.25	41.25	42.75	42.75						
- Consultants					0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33						
- Clerical							0.50	0.50	0.50	0.50	0.50	0.50	0.50						
Time Equiv. Positions	3,537.16	3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,155.38	4,184.48	4,188.19	4,197.66	4,198.66	4,200.33	4,201.73						
Of Employees										4,804	4,805	4,812	4,814						
Enrolment	8,000 est	9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,000 est	15,324	15,372	15,462	15,571	15,628	15,700						
Elementary	* 24,777	* 24,543	* 24,682	* 24,741	* 25,007	* 25,474	26,027	* 25,811	25,831	25,796	25,802	25,817	25,800						
Sec Composite	* 13,665	* 12,806	* 12,328	* 12,571	* 12,620	* 12,754	13,223	* 13,106	12,717	12,415	12,299	12,155	12,725						
Sec Vocational	* 2,030	* 1,942	* 1,794	* 1,698	* 1,598	* 1,453	1,192	* 1,189	1,111	1,041	1,016	999	1,085						
T. R.	* 305	* 286	* 262	* 243	* 210	* 193	187	* 178	179	181	186	178	178						
TOTAL	* 40,777	* 39,577	* 39,066	* 39,253	* 39,435	* 39,874	40,629	* 40,284	39,838	39,433	39,303	39,149	39,788						

* September 30th Enrollments

Prepared by Human Resources

March 1, 1991

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1991 03 05

To the Chairman and Members,
Personnel & Organization Committee,
Board of Education for the
City of Hamilton.

Ladies and Gentlemen:

Re: Proposed Area Reorganization As Part of the Personnel Priority Package

This year, the personnel priority package is closely linked to our budget mandate of a 6% increase in property taxes. Unlike some previous years, the focus is on reductions and redeployment, rather than additions to staff.

In order to assist in reaching the budget target figure, considerable reductions in both personnel and resources will have to be made. Some proposed reductions are listed on the attached page for the information of the Committee.

In the initial deliberations by senior managers, it was very obvious that reductions in excess of three million dollars, on an annualized basis, would have to be achieved from existing staff if we were to achieve the mandate set by the trustees. In our opinion, reductions of this magnitude could only be achieved by consolidating our existing five areas to four in our English Language Section. Other considerations that were considered produced smaller reductions that were more difficult to rationalize because of the present system priorities and our mission as a Board of Education. The consolidation of five areas to four will not be popular in the system and will not be easily achieved. However, in view of our very real financial problems, we expect we will receive full co-operation from all those affected.

In summary, we see the following difficulties that will have to be addressed in order to minimize the effect of the reductions in services to schools and children:

- ♦ a reduction in ten resource people in the system with the same number of children to serve. This is especially relevant to compensatory education schools where there are requests for more, rather than less, resource assistance.
- ♦ achieving a balance of resource people in the remaining four areas in an attempt to offset the reduction in numbers of staff
- ♦ the difficulty of adding additional supervisory responsibilities to already overloaded Superintendents of Schools
- ♦ the cutback on consultative services to individual classroom teachers

- ♦ attempting to ensure that "program" issues, community projects, development of school plans, are balanced with the "operational" requirements that, of necessity, must go on.

In summary, there is no question that the reduction in resource staff will have an impact on the present delivery of program (primary and junior) and services.

It is the responsibility of the senior managers, in these very difficult times, to organize the area resource teams in such a manner that will provide as much service as possible to those who most require the help. It will require, as well, an understanding of the trustees and the rest of the system that the direct services of Superintendents of Schools will have to be reduced. This would be even more evident, for example, if Area Two were subsumed by Area One and Area Three.

If this proposal is accepted by the Board, the Superintendents of Schools will begin work immediately to develop the administrative configuration of schools that would best meet the needs of the system and to determine the composition of the area resource teams.

RECOMMENDATION:

That the number of Areas be reduced from five to four and that the number of positions and resulting payroll savings be reflected in the 1991 budget.

Prepared and submitted by: Senior Management

Approved by: Keith Rielly,
Director of Education and Secretary.

PERSONNEL PRIORITY PACKAGE

PERMANENT POSITIONS

<u>POSITION</u>	<u>DUTIES</u>	<u>IMPACT</u>	<u>RESULTS</u>	<u>SAVINGS</u>	
				<u>ANNUAL</u>	<u>BUDGET</u>
<u>SCHOOL AREAS</u>					
Superintendent of Schools	management of Area staff, curriculum and educational services	areas to be reconstituted and reduced from 5 to 4	one incumbent retiring	90,000	36,000
Area Supervisor	coordination of program delivery and educational services	areas to be reconstituted and reduced from 5 to 4	reassigned with term appointment expiring	70,000	28,000
Area Resource Team Members (10)	various educational support services	areas to be reconstituted and reduced from 5 to 4 (reference to covering letter)	reassigned to vacancies within the system	500,000	200,000
Area Secretary	secretarial services	areas to be reconstituted and reduced from 5 to 4	reassigned to a vacancy within the system	25,000	10,000
Educational Assistants (5)	classroom assistance in Junior Kindergarten	reduction in service to children	employees will be subject to lay off	100,000	40,000

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Education Centre
100 Main Street West
Hamilton, Ontario
1991 03 05

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

(a) That John Poot be assigned on a temporary basis as Assistant Head (Technical), effective 1991 03 22 to further notice.

5. TIMETABLE CHANGES

(a) That the following timetable change be approved, effective as shown, with salary according to the salary schedule:

Suzanne Dykeman (S), 3/6 to 6/6 (Full Time Sem. 1 and 2), 1991 02 12

6. RETIREMENTS

(a) That the resignation of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Maizie Carter (Educational Assistant Staff), 1991 06 30

7. LEAVING EMPLOYMENT

(a) That the dates for the following teachers to leave the employ of the Board be approved:

Shari Biro (E), 1991 08 31
Louise Lefebvre (E), 1991 08 31
Sharon Zabrok (E), 1991 08 31

8. LEAVES

Leaves of Absence

(a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Josephine Berardo (E), 1991 03 18 to 1991 05 03
 Lynda Bucciero (E), 1991 04 01 to 1991 08 31
 Sybille Stahl (E), 1991 04 29 to 1991 08 31
 Pamela Swietek (E), 1991 03 18 to 1991 08 31
 Magdalen Tassy-Gall (E), 1991 04 01 to 1991 11 29

(b) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Susan Dunlop (Secondary School Clerical and Secretarial Staff), 1991 03 18 to 1991 09 20
 Patricia Stones (Secondary School Clerical and Secretarial Staff), 1991 03 18 to 1991 09 20

Leave Extensions

(a) That the request of the following teacher for an extension of a Leave of Absence, effective as shown, be granted:

Margaret Willett (E), 1991 09 01 to 1992 08 31

(b) That the request of the following staff for an extension of a Leave of Absence, effective as shown, be granted:

Tanya Crapsi (Administrative Staff), 1991 04 04 to 1991 05 31

Return from Leave of Absence

(a) That the following teachers be returned from Leaves of Absence and assigned teaching duties, effective as shown:

June Baxter (E), 1991 09 01
 Roger Baxter (E), 1991 09 01
 Kathryn Brownlow (E), 1991 09 01 (.5)
 Grace Mathieson (E), 1991 09 01 (.5)
 Patricia Nanayakkara (E), 1991 09 01
 Fern Zimmerman (E), 1991 04 01 (.5)

9. OCCASIONAL STAFF

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Florence Crozier (E), 1991 02 18 to 1991 06 28
 Maureen Eitel (E), 1991 03 04 to 1991 06 27
 Renee Hannam (E), 1991 01 15 to 1991 02 11
 Margaret Linton (E), 1991 03 18 to 1991 06 27
 Thomas Lowden (S), 1990 12 03 to 1991 01 08
 Maureen Reid (E), 1991 02 11 to 1991 06 27

Respectfully submitted,

K. A. Rielly,
 Director of Education
 and Secretary

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

3. PROMOTIONS

(a) That Patricia Squire be promoted to the position of Consultant (Special Education - Area 3), on an acting basis, effective 1991 04 01, with salary according to the salary schedule.

5. TIMETABLE CHANGES

(a) (i) Marian Springer (S), 5/6 to 6/6 (Full Time Sem. 1 and 2),
1991 02 01

(ii) That the timetable increase granted to William Challis (S) at the January Meeting read from 3/6 to 6/6 (Full Time Sem. 1 and 2), effective 1991 02 01, with salary according to the salary schedule.

8. LEAVES

Secondment

(a) That the request of the Cooperative Career and Work Education Association of Canada (CCWEAC) for an extension of the secondment of James O'Connor, effective 1991 09 01 to 1993 08 31, be granted.

9. OCCASIONAL STAFF

Nancy McDivitt (S), 1991 02 05 to 1991 02 27
Mary-Ann Ramoutar (S), 1991 02 01 to further notice
Radia Younes (S), 1991 02 28 to 1991 06 27 (1/6)

On 19th of 1961 at 10:15 AM, 1st Deputy Secretary
to the President, Mr. J. Edgar Hoover, advised
that on 18th of 1961 at 10:15 AM, 1st Deputy Secretary
to the President, Mr. J. Edgar Hoover, advised
that on 18th of 1961 at 10:15 AM, 1st Deputy Secretary
to the President, Mr. J. Edgar Hoover, advised

MEMORANDUM FOR THE PRESIDENT

Subject: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

(a) [Illegible]

(b) [Illegible]

4. [Illegible]

[Illegible]

5. [Illegible]

(a) [Illegible]

6. [Illegible]

[Illegible]

7. [Illegible]

[Illegible]

[Illegible]

[Illegible]

J. A. [Illegible]
Director of [Illegible]
[Illegible]

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1991 04 11

Confirmation of the minutes of the last regular meeting of 1991 03 05.

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 1 to 2
2. Staffing Report Page 3
3. Grant Application to Assist Reasonable Accommodation Pages 4 to 7
4. Report on Bill 208, Occupational Health & Safety Act (See Separate Leaflet) Pages 8 to 10

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 11 to 14;
Page 14A
2. Request for "Four Over Five" Plan Page 15
3. Presentation - Association of Bright Children
Re Gifted Learning Resource Teachers
(Attached)

Education Centre
100 Main Street West
Hamilton, Ontario
1991 04 11

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil
2. PERMANENT STAFF APPOINTMENTS - Nil
3. PROMOTIONS - Nil
4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil
5. TIMETABLE CHANGES - Nil
6. RETIREMENTS

(a) That the resignations of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Charles A. Brown (Caretaking and Maintenance Staff), 1991 03 06
Joseph E. Guzar (Caretaking and Maintenance Staff), 1991 06 28
Anne McIsaac (Cleaning Staff), 1991 06 28
Martha Walton (Cleaning Staff), 1991 06 28
Edith Whitson (Cleaning Staff), 1991 06 28

7. LEAVING EMPLOYMENT

(a) That the dates for the following staff to leave the employ of the Board be approved:

Isaac Barnett	Administrative Staff	1991 03 29
Ann Jaques	Lunch Room Assistant Staff	1990 06 29
Anne Norman	Administrative Staff	1991 04 05

8. LEAVES

Leave of Absence

(a) (i) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Pam Garbett (Cleaning Staff), 1991 07 08 to 1991 12 27
Della Knowles (Administrative Staff), 1991 05 06 to 1991 07 26
Jennifer Smith (Administrative Staff), 1991 06 03 to 1991 12 06

(ii) That the effective dates of the Leave of Absence granted to the following staff at a previous meeting be changed:

Dilys McIlveen (Cleaning Staff), 1991 05 06 to 1991 11 08

Leave Extension

(a) That the request of the following staff for an extension of a Leave of Absence, effective as shown, be granted:

Gael MacPherson (Administrative Staff), 1991 04 29 to 1991 06 28

9. OCCASIONAL STAFF APPOINTMENTS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

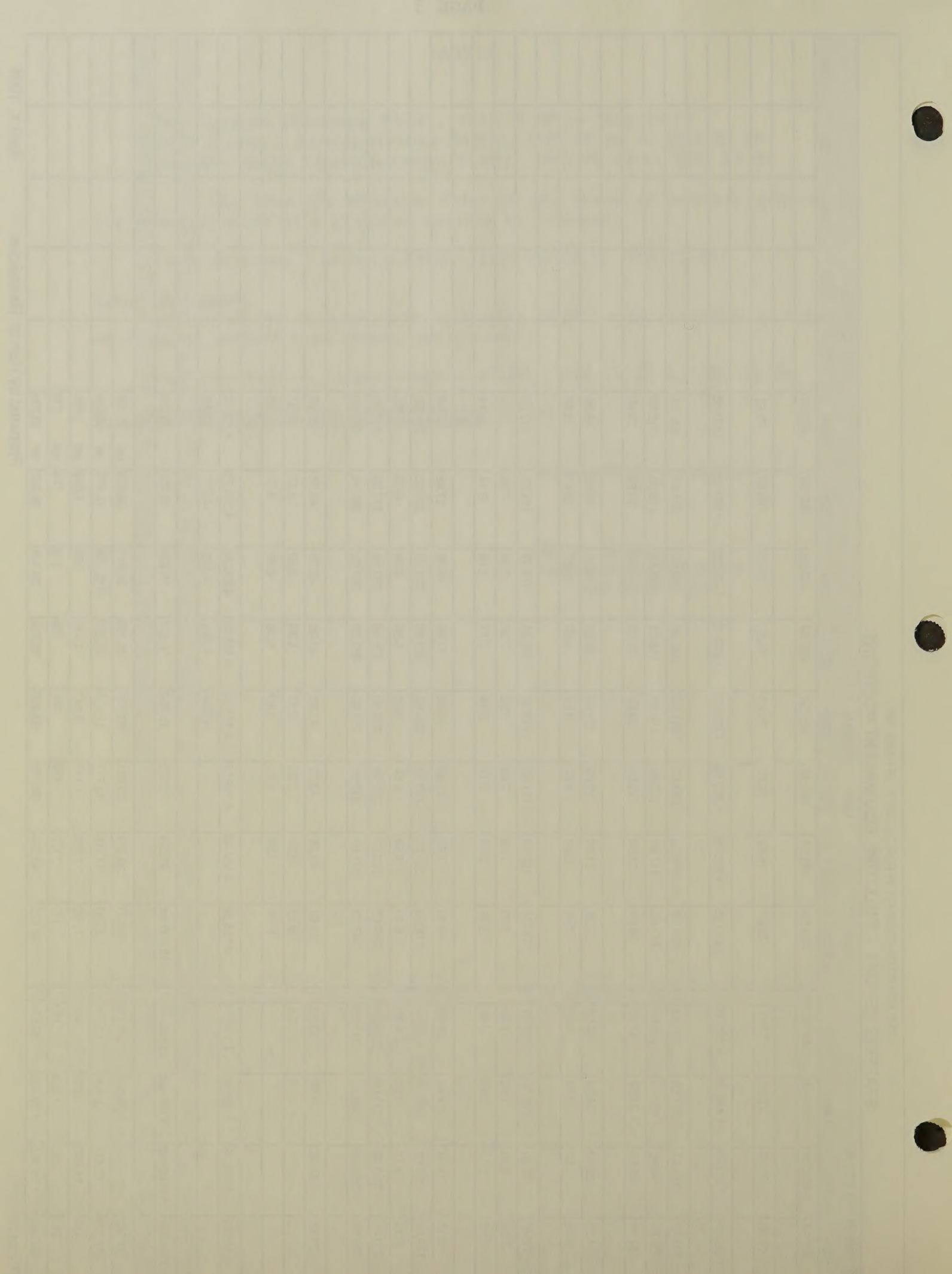
THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31st ACTUAL							1990				1990				1991 ACTUALS				JUL	AUG
	1984	1985	1986	1987	1988	1989	BUDGET	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Admin & Support Staff	391.37	401.97	417.37	430.24	469.64	491.54	493.54	493.54	493.54	493.54	493.54	492.54	492.54	492.54							
Co-ordinators/Consultants	76.50	77.50	78.00	80.00	77.67	77.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67						
Teachers - Elementary	1,300.00	1,317.25	1,362.95	1,414.75	1,498.45	1,592.15	1,611.65	1,623.85	1,623.95	1,628.35	1,628.35	1,631.25	1,631.65	1,631.65	1,631.65						
Secondary - Composite	782.17	750.83	732.67	741.83	757.50	795.00	830.00	836.33	838.67	841.00	841.00	841.00	841.67	841.67							
- Vocational	170.67	168.67	159.83	160.90	160.07	146.00	117.00	117.83	117.83	116.67	116.67	116.67	116.00	116.00							
- Vanier	26.00	29.00	31.00	31.50	33.00	34.00	34.00	33.50	33.50	33.50	33.50	33.50	33.50	33.50							
Elementary TR	42.00	39.00	34.00	29.00	26.00	24.00	23.00	21.00	21.00	20.00	20.00	16.00	16.00	16.00							
Secondary TR		4.00	6.00	7.00	8.00	7.00	7.00	8.00	8.67	9.67	9.67	13.67	13.67	13.67							
Lunchroom - Elementary	54.90	68.60	78.40	92.80	102.90	115.10	109.74	110.80	111.40	112.30	112.30	113.57	113.57	113.57							
- Secondary	7.00	7.00	7.30	7.30	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00							
- Vocational	3.30	3.30	3.10	3.10	3.10	2.60	2.60	2.14	2.14	2.14	2.14	2.14	2.14	2.14							
Bus Supervisors		6.40	12.10	13.90	14.40	16.50	16.50	17.68	17.68	17.68	17.68	17.68	17.68	17.68							
Educational Assistants	113.00	123.50	139.00	155.00	173.00	217.50	218.50	220.50	220.50	220.50	221.50	221.50	221.50	221.50							
Lunchroom Assistants	2.50	1.97	5.14	5.71	6.00	6.43	6.43	6.56	6.56	6.56	6.56	6.56	6.56	6.56							
Ctks/Maint/Whs/Asbestos	214.00	209.00	210.00	210.00	217.00	218.00	220.00	222.00	222.00	220.00	220.00	217.00	217.00	217.00							
Cleaners/Cooks	331.00	325.00	330.00	333.00	340.00	347.00	347.00	347.00	347.00	351.00	351.00	351.00	352.00	353.00							
Staff On Loan - Teachers	22.75	30.42	29.55	34.25	34.92	33.92	34.92	40.25	40.25	41.25	41.25	42.75	42.75	42.75							
- Consultants					0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33							
- Clerical							0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50							
Full Time Equiv. Positions	3,537.16	3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,155.38	4,184.48	4,188.19	4,197.66	4,198.66	4,200.33	4,201.73	4,202.73							
Number Of Employees										4,804	4,805	4,812	4,814	4,815							
Lunchroom Enrolment	8,000 est	9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,000 est	15,324	15,372	15,462	15,571	15,628	15,700	15,700							
Enrolment - Elementary	* 24,777	* 24,543	* 24,682	* 24,741	* 25,007	* 25,474	26,027	* 25,811	25,831	25,796	25,799	25,813	25,639	est 25,585							
- Sec Composite	* 13,665	* 12,806	* 12,328	* 12,571	* 12,620	* 12,754	13,223	* 13,106	12,717	12,415	12,299	12,155	12,476	est 12,395							
- Sec Vocational	* 2,030	* 1,942	* 1,794	* 1,698	* 1,598	* 1,453	1,192	* 1,189	1,111	1,041	1,016	999	1,099	est 1,056							
- T. R.	* 305	* 286	* 262	* 243	* 210	* 193	187	* 178	179	181	186	178	174	est 174							
- TOTAL	* 40,777	* 39,577	* 39,066	* 39,253	* 39,435	* 39,874	40,629	* 40,284	39,838	39,433	39,300	39,145	39,388	est 39,210							

* September 30th Enrolments

Prepared by Human Resources

April 1, 1991



Education Centre
100 Main Street West
Hamilton, Ontario
1991 04 11

**TO THE CHAIR AND MEMBERS
PERSONNEL & ORGANIZATION COMMITTEE
HAMILTON BOARD OF EDUCATION**

**RE: GRANT APPLICATION TO ASSIST REASONABLE
ACCOMMODATION**

BACKGROUND

As noted in the February Meeting of P & O, Reasonable Accommodation has become a major activity within the Human Resources Department. Non-WCB cases have been averaging over 35 hours of staff time each and many are not yet complete. WCB cases take less time, but staff are noticing an increase in time required by each case due to the new legislation. The expenditure of time results from the process of assessing the individual's ability, assessing the job requirements, and then negotiating with Union and supervisors appropriate modifications, or searching for a suitable transfer and securing agreement of all relevant parties.

A Physical Demands Analysis is an important component of the process. This is a studied observation of the physical demands of each job duty or activity: e.g. the amount of bending, twisting, reaching, etc. In many cases, this is a necessary first step before all parties can agree on the modifications that may be required. Money has been placed in the Human Resources budget to hire a Consultant to conduct Physical Demands Analyses in selected cases.

The cost of a Consultant to conduct one Physical Demands Analysis is approximately \$ 450. If HRD staff conduct the PDA, the cost in staff time is approximately \$ 110 per PDA.

RECOMMENDATION:

THAT A GRANT APPLICATION TO THE MINISTRY OF LABOUR SIP PROGRAM (STUDENTS IN PERSONNEL) FOR ONE STUDENT TO CONDUCT PHYSICAL DEMANDS ANALYSES OVER A 15 WEEK PERIOD BE APPROVED AT A COST TO THE BOARD OF \$ 1200 (MAXIMUM).

SIP PROGRAM

Under the Students in Personnel summer employment program, the Ministry of Labour recruits, hires, and places senior university and college students interested in a Human Resources career. The Ministry pays the students the minimum wage plus benefits. The Sponsoring Organization

pays a weekly stipend of \$ 80. The program runs from mid-May to the end of August.

Sponsors are chosen to receive grants on the basis of offering students diversified Human Resources experience, "hands-on" experience, and involvement in day-to-day activities and organizational programs.

RATIONALE

After a training period, the student will be asked to conduct Physical Demands Analyses on a number of job categories within the Board. The value of this work will be to have on file an inventory of jobs and their physical demands. This should lessen the per case time involvement of all staff and remove the "guessing game" that sometimes occurs as staff, supervisors and union representatives speculate on the physical demands a job entails. This should allow a quicker agreement on required modifications, quicker placement of the returning worker, either to his/her own job or to another job. It will also allow HRD staff to allocate their time to other required duties.

It is estimated that the cost to the Board per PDA done by the student will be \$ 12. (Based on the Board's contribution of \$ 80 per week stipend). It is expected that the Consultant will still be required for particularly difficult or contentious cases, but that the student can provide PDAs on approximately 40 jobs over the summer.

Some of the money placed in the budget to cover the costs of a Consultant can be applied to pay the student's stipend.

The grant application is enclosed.

Prepared by

Linda Sproule-Jones
Affirmative Action/Employment Equity Coordinator

Submitted by

Bruce Sinclair
Superintendent of Human Resources

Approved by

Keith Rielly
Director of Education and Secretary



Ontario
Ministry of
Labour

SIP Sponsor Proposal

This form is provided for your convenience in submitting a proposed program of activities for a summer student. Please complete all the information requested. The information will assist Program Management in determining the student-sponsor matches. Please feel free to attach additional information, if deemed helpful.

Organization HAMILTON BOARD OF EDUCATION		Mailing Address 100 Main Street West Hamilton, Ontario L8N 3L1				
Contact Name L. Sproule-Jones		Title Employment Equity Coordinator				
Telephone x.305 (416) 527-5092						
1. Number of Employees/members in organization 4,400		2. Number of branch offices/locals -				
3. Proposed location for student (if different from above) -same-		4. Name and title of student's supervisor Linda Sproule-Jones Employment Equity Coordinator				
Telephone						
5. Size of dept/office where student will be placed (number of people) HRD=28		Telephone				
6. For Management Organizations		6b. Percentage of employees unionized 93%				
Are you unionized ☒ Yes ☐ No (if yes, see 6b.)		Number of unions represented 9				
7a. Will your organization experience a plant shutdown this summer ☐ Yes ☒ No		7b. Dates of shutdown -				
7c. Will you keep this student occupied with relevant work during the shutdown						
8. For Labour Organizations						
How many contracts are you responsible for -						
Desired background of student (i.e. academic background, work experience, skills, interests, etc.) <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> Academic Background: Courses in any of the following areas: -Health & Safety -Human Resources -Kinesiology -Physical Education -Occupational Health </td> <td style="width: 33%; vertical-align: top;"> -Social Sciences: Political Science Sociology Economics </td> <td style="width: 33%; vertical-align: top;"> Skills, abilities: -good analytical ability -interviewer experience -research skills -Keen observation abilities -good organizational skills -good communication ability -tact, diplomacy </td> </tr> </table>				Academic Background: Courses in any of the following areas: -Health & Safety -Human Resources -Kinesiology -Physical Education -Occupational Health	-Social Sciences: Political Science Sociology Economics	Skills, abilities: -good analytical ability -interviewer experience -research skills -Keen observation abilities -good organizational skills -good communication ability -tact, diplomacy
Academic Background: Courses in any of the following areas: -Health & Safety -Human Resources -Kinesiology -Physical Education -Occupational Health	-Social Sciences: Political Science Sociology Economics	Skills, abilities: -good analytical ability -interviewer experience -research skills -Keen observation abilities -good organizational skills -good communication ability -tact, diplomacy				
Varied work experience, including physical jobs						
Proposed day to day activities for student (indicate percentages)						
1. Conducting Physical Demands Analyses for jobs in the system (including Plant, clerical, educational assistants) = 50%						
2. Participating with Employment Counsellor and Health & Safety Coordinator with Reasonable Accommodation caseload: interviewing, follow-up, documentation, placement, discussion with supervisors and unions. = 25%						
3. Assisting in implementation of Absentee Monitoring Program (see over) = 15%						
4. Special Project -- Performance Appraisal = 10% (see over)						

Proposed special projects for student

Re. 3 over -- The Board is in the process of researching and developing an Absence Monitoring Program to be implemented first in the Plant Department. The student will assist in developing forms and procedures as well as researching and identifying patterns of absences.

Re. 4 over -- The student will assist in developing a Performance Appraisal System for administrative staff, by assisting with the conducting of a survey of staff re: developmental needs, and developing a model for a Pilot Project.

Proposed activities for student during shutdown (if applicable)

Not applicable

Additional information and comments (i.e. contract year, amount and type of travel required etc.)

The administrative offices of the Hamilton Board of Education are located at 100 Main Street West. There are 100 school sites throughout the City where teaching, clerical, educational assistant and plant staff are located.

As a member of the HRD, the student will not be a union member, but will be performing PDA's for unionized positions as well as administrative (non-unionized) positions.

Students will travel to school sites to conduct PDA's. Student can use own car and be reimbursed for travel or can use public transportation.

Certification

I hereby certify that the information given in this proposal is accurate and complete to the best of my knowledge. I understand that due to Program budget limitations, the submission of a proposal does not guarantee a student. Should a student be placed with this organization, I agree to use my best endeavours to involve him/her in the proposed activities. Should there be any change in the reporting relationship between student and direct supervisor, I will inform the Ministry immediately.

Authorized signature

Date

April 19, 1991

Position within organization

Employment Equity Coordinator

Proposals are to be sent to:

Ontario Ministry of Labour
Human Resources Branch
Special Program
400 University Avenue, 14th Floor
Toronto, Ontario
M7A 1T7

Telephone: (416) 326-7207

Education Centre
100 Main Street West
Hamilton, Ontario L8N 3L1

April 11, 1991

To the Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

Re: **Directions in Occupational Health & Safety**

Background:

Our employees and the Board of Education have rights and responsibilities under the Occupational Health & Safety Act. In January, 1991, Bill 208 amended the Act to implement significant changes.

The enclosed brochure, ***HOW BILL 208 AFFECTS YOU***, and the accompanying charts outline some of the relevant activities of the Ministry of Labour and our Board initiatives to assure compliance with the legislation.

In particular, the roles of the two Joint Health & Safety Committees have been enhanced through increased awareness for health and safety in our system.

Recommendation:

That this report be received for information.

Prepared by: B. Urie, Co-ordinator
Occupational Health & Safety

Submitted by: B. Sinclair, Superintendent
Human Resources

Approved by: K. A. Rielly, Director of Education
and Secretary of the Board

/ls
encl.

Director, Office
of the Secretary
of the Department of
Education, Washington, D.C.

April 11, 1954

To the Chairman and
Members of the
National Board of Directors

Dear Sirs:

Re: Progress in Educational Health & Safety

Enclosed

Our organization and the Board of Directors have been working together for some time on the problem of educational health and safety. As a result of this work, we have developed a number of proposals for action.

The enclosed report, which was prepared by the National Board of Directors, contains a summary of the work of the Board and a list of the proposals for action.

In addition, the report of the two Joint Health & Safety Committees has been submitted through the Board of Directors for your review and action.

Sincerely,
[Signature]

This report is intended for information.

Respectfully,
[Signature]
Chairman, National Board of Directors
[Signature]
Secretary, National Board of Directors
[Signature]
Director, Office of the Secretary
of the Department of Education

DIRECTIONS IN OCCUPATIONAL HEALTH AND SAFETY

MINISTER OF LABOUR

Honourable Bob MacKenzie

MINISTRY OF LABOUR

- *Joint Health and Safety Committees*
 - *Safety Regulations*
 - *Enforcement*

THE OCCUPATIONAL HEALTH AND SAFETY ACT FOR ONTARIO

WORKPLACE HEALTH AND SAFETY AGENCY

- *Certification*
- *Training*
- *Safety Associations, Clinics*

WORKERS' COMPENSATION BOARD

- *Assessment (Premium)*
- *Claims, Reports/Statistics*
- *Reasonable Accommodation*

HAMILTON BOARD OF EDUCATION HUMAN RESOURCES DEPARTMENT OCCUPATIONAL HEALTH AND SAFETY OFFICE

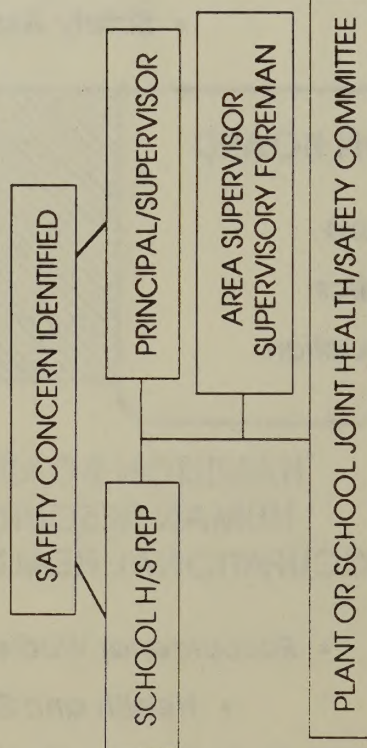
- *Resource for Workers and Management*
 - *Health and Safety Awareness*
- *Workers' Compensation Board Claims Management*

The Board of Education for the City of Hamilton

JOINT HEALTH AND SAFETY COMMITTEES

1990 - 1991

HOW SHOULD A SAFETY CONCERN BE ADDRESSED?



IDENTIFICATION AND CORRECTION OF SAFETY CONCERNS

1. If a staff member has a concern related to health and safety, the first step is to discuss it with the principal or immediate supervisor.
2. An employee may also discuss this with the School Health and Safety representative.
3. Additional information and advice may be obtained from the Area Supervisor, Supervisory Foreman and/or the Office of the Co-ordinator of Occupational Health and Safety.
4. An unresolved concern can be referred to the Plant or School Joint Health and Safety Committee for a recommendation.

SCHOOL JOINT HEALTH AND SAFETY COMMITTEE

Bill Ferris *	Director's Office	Ed. Centre	527-5092 (314)
Rein Ende *	O.P.S.T.F.	H.T.F.	529-1634
Heather Dear	Hamilton District	Sir W. Laurier	578-4422
Michelle Lapointe	H.W.T.A.	G. P. Vanier	528-0301
Sharon Flood	A.E.F.O.	Sir W. Churchill	547-6415
	O.P.I.E.U.		
	Local 527		
Stephen Sawford	O.S.S.T.F. District 8	Hill Park	385-3257
Bruce Sinclair	Human Resources Department	Ed. Centre	527-5092 (357)
Jim Riley	Plant Department	Ed. Centre	527-5092 (245)
John Henry	Science	Ed. Centre	527-5092 (373)
Al Scott	Area Supervisor	Area 3	578-5244

* Co-Chair

PLANT JOINT HEALTH AND SAFETY COMMITTEE

Judy Stonehouse *	Comley	389-1389
Bob Orlando *	Education Centre	527-5092 (240)
Carol Stong (CUPE)	Glendale	560-7343
Nancy Patterson (CUPE)	Franklin Road	388-4731
Lorne Marlow (CUPE)	Roxborough Park	544-8821
Cecelia Cloutier (CUPE)	Queen Mary	547-0321
Beverley Thacker (CUPE)	King George	549-2224
Bernice Grant-Henderson (CUPE)	Warehouse	521-2527
Donna Kelly (CUPE)	Comley	389-1389
Dave Yates (CUPE)	Georges P. Vanier	528-0301
Ron Watson (CUPE)	Prince of Wales	544-3379
Reg Adames	Education Centre	527-5092 (244)
Ed Maskell	Area 5	574-1668

* Co-Chair

Education Centre
100 Main Street West
Hamilton, Ontario
1991 04 11

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Gordon Cillis (S), 1991 04 19
Leslie Francey (E), 1991 04 19 (.5)
Brian McVittie (E), 1991 04 19

* Increase of 1.5 teachers (.5 due to Senior Kindergarten increased enrolment)

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Permanent Staff, effective 1991 04 24, with salary according to the salary schedule:

Sheila Bharath (E)
Nancy Holmes (S)
Michelle Hudon (E)
Sharron Reed (E)

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES

(a) That the following timetable change be approved, effective as shown, with salary according to the salary schedule:

Margaret Webert (E), .5 to 1.0, 1991 04 15

* Increase of .5 teacher (due to ESL increased enrolment)

6. RETIREMENTS

(a) (i) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Victor Andreychuk (S), 1991 06 30
Richard Campbell (S), 1991 06 30
Rose Librock (E), 1991 06 30
Patricia Maginnis (E), 1991 06 30
Kenneth Murphy (S), 1991 06 30
Jane Ann Roberts (E), 1991 06 30

(ii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret:

Margaret Alnsworth (E), 1991 10 22
Leys Malpass (S), 1991 06 30

7. LEAVING EMPLOYMENT

(a) That the dates for the following teachers to leave the employ of the Board be approved:

John Bland (E), 1991 08 31
Linda Brown (E), 1991 08 31
Dzintra Corcoran (E), 1991 08 31
Martha MacDonald (E), 1991 08 31
Jeanne Soondarsingh (E), 1991 08 31
Leslie Stewart (E), 1991 08 31

8. LEAVES

Leave of Absence

(a) (i) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Kathryn Bledsoe (E), 1991 09 01 to 1992 08 31
Joyce Cooper (E), 1991 01 08 (.8)
Sandra Dunsdon (E), 1991 02 20
David Hamilton (E), 1991 05 08
Janice Jamison (E), 1991 01 24 (1.0)
1991 02 01 (.5)
Diane Keesmaat (E), 1991 09 01 to 1992 08 31
Angela Leone-Camilleri (E), 1991 05 28 to 1991 08 31
Wendy Martin (E), 1991 04 15 to 1991 05 24
Susan McKeen (E), 1991 04 15 to 1991 08 31
Joanne Preston (E), 1990 12 04
Jane Ann Roberts (E), 1990 11 10
Cynthia Robinson (E), 1991 04 08 to 1991 08 31
Kristina Stasiulis (S), 1991 05 06 to 1991 08 31
Oriana Usyk (E), 1990 11 09
Therese Van der Spuy (E), 1991 09 01 to 1992 08 31
Doris Viastikopoulos (E), 1991 05 06 to 1991 06 21

(ii) That the request of the following staff for a Leave of Absence, effective as shown, be granted:

Megan Jones (Secondary School Clerical and Secretarial Staff), 1991 04 08 to 1991 10 11

(iii) That the effective dates of the Leaves of Absence, granted to the following teachers at a previous meeting, be changed effective as shown:

Magdalen Tassy-Gall (E), 1991 04 01 to 1991 08 31
Laura Zaffiro-Smith (S), 1991 03 18 to 1992 01 31

(iv) That the effective dates of the Leave of Absence granted to the following staff at a previous meeting be changed:

Patricia Stones (Secondary School Clerical and Secretarial Staff), 1991 03 13
1991 09 17

Leave Extension

(a) That the requests of the the following teachers for extension of their Leaves of Absence, effective as shown, be granted:

Sharon Beesley (E), 1991 09 01 to 1992 08 31
Dale Cornish (E), 1991 09 01 to 1992 08 31
Leslie Duncan (E), 1991 09 01 to 1992 08 31
Brenda Finance (E), 1991 09 01 to 1992 08 31
Geraldine Francis (E), 1990 09 01
Victoria Goettler (E), 1991 09 01 to 1992 08 31
Janet Jessop (E), 1991 09 01 to 1992 08 31
Janis Muller (E), 1991 09 01 to 1992 08 31
Beverley Rea (E), 1991 09 01 to 1992 08 31
Linda Stirling (E), 1991 09 01 to 1992 08 31
Lourie van der Zyden (E), 1991 09 01 to 1992 08 31
Michael Wilmot (E), 1991 09 01 to 1992 08 31

Loan of Service

(a) (i) That approval be given to the loan of the following teachers to the Department of National Defence, to teach in Europe under the usual contract arrangement, for the period 1991 09 01 to 1993 08 31:

Karen Maerz (E)
Tracey Mollon (E)
Rhonda Scott (E)

(ii) That the request of Ann Forbeck (E) to extend her Loan of Service with the Department of National Defence, effective 1992 09 01 to 1993 08 31, be granted.

Return from Leave of Absence

(a) That the following teachers be returned from their Leaves of Absence and assigned teaching duties, effective as shown:

Karen Andreychuk (E), 1991 09 01 (.4)
Linda Arndt (S), 1991 09 01 (3/6)
Karen Baetz (S), 1991 09 01 (3/6)
Wanda Bailey (E), 1991 09 01
Josephine Berardo (E), 1991 05 06
Bridgette Brockelbank (E), 1991 04 01 (.5)
Elizabeth D'Angelo (E), 1991 09 01 (.7)
Anna De Clara (E), 1991 05 01

Rein Ende (E), 1991 09 01
 Mary Frankum (S), 1991 02 01
 Linda Geddes (E), 1991 09 01 (.5)
 Kathryn Goodin (E), 1991 09 01
 Patricia Hutchinson (E), 1991 09 01
 Teresa Katerberg (E), 1991 03 18
 Donna Kehoe (E), 1991 09 01
 Sydney Mandzuk (E), 1991 09 01
 Wendy Martin (E), 1991 05 27
 Felicia McIntosh (E), 1991 09 01 (.5)
 Judy Mendelson (E), 1991 09 01 (.5)
 Susan Mummery-Bacon (E), 1991 04 01
 Sharyn Panchuk (E), 1991 09 01
 Christine Rees (E), 1991 05 06
 Anita Ridderstap (E), 1991 09 01
 Diane Ridos (E), 1991 09 01 (.5)
 Sarah Schwenger (E), 1991 05 06
 Loriana Seibel (E), 1991 09 01
 Loren Serafini (E), 1991 09 01 (.5)
 Glenn Stinson (S), 1991 09 01
 Magdalen Tassy-Gall (E), 1991 09 01 (.5)
 Barbara Tkach (S), 1991 09 01
 Margaret Walton (S), 1991 09 01
 Franz Weresch (S), 1991 09 01

9. OCCASIONAL STAFF

(a) (i) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Rhonda Chaimovitz (E), 1991 02 21 to further notice
 Yvonne Chorney (E), 1991 02 21 to further notice
 William Constable (E), 1991 02 25 to 1991 04 23 (a.m.)
 Joan Hoffman (E), 1991 01 22 to 1991 02 22
 Thomas Horne (E), 1991 04 02 to 1991 06 27
 Biruta Kwapisinski (E), 1991 04 05 to 1991 05 08
 Brian McVittie (E), 1991 02 26 to 1991 04 18
 Donna Moore (E), 1991 02 25 to further notice (.5)
 Louise Morissey (S), 1991 03 18 to 1991 06 27

(ii) That the effective dates of the appointment of Joyce Timson (E) to the Occasional Staff, approved at the December Meeting, be changed to 1991 01 07 to 1991 06 21.

Respectfully submitted,

K. A. Rielly,
 Director of Education
 and Secretary

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS

Franciska Daines (E), 1991 04 19

* New position

6. RETIREMENTS

- (i) Bruce Boettger (E), 1991 06 30
W. Robert Cooke (S) Vice-Principal, 1991 06 30

8. LEAVES

Leave Extension

Janet Verhaeghe (E), 1991 09 01 to 1992 08 31

Return from Leave of Absence

Laura Manente (E), 1991 05 13
Nancy Martin (E), 1991 05 01

9. OCCASIONAL STAFF

- (i) Slobodanka Dukic (S), 1991 02 07 to 1991 03 29 (1.0)
1992 04 02 to further notice (.5)
Kay Grant (E), 1991 05 29 to further notice
Lauren Howard (E), 1991 05 08 to 1991 06 27
Keith Mayner (E), 1991 03 01 to further notice
Alice Ronhaar (E), 1991 04 29 to 1991 06 27
Jeffrey Roswell (S), 1991 04 04 to further notice
Bernice Watts (E), 1991 04 15 to 1991 06 27
- (ii) That the effective dates of the appointment of Rita Corsini (E) to the Occasional Staff, approved at the September meeting, be changed to 1990 10 29 to 1991 05 03.

Mrs. C. A. Mason
295 Bay Street South
Hamilton, Ontario L8P 3J5

APR 11 1991

10 April 1991

K. A. Rielly
Director of Education and Secretary for the Board
The Board of Education of the City of Hamilton
100 Main Street West
P.O. Box 2558
Hamilton, ON L8N 3L1

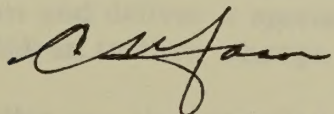
Dear Mr. Rielly:

Please find enclosed copies of a brief from the *Ad Hoc Committee of Parents and Friends of the Gifted Learning Program* regarding the recent decision of the Board to retain its five primary level Gifted Learning Resource Teacher positions.

On behalf of the committee, I request that you bring the enclosed to the attention of the Board's Personnel and Organization Committee at its meeting on 11 April.

In closing, may I express my appreciation and that of my colleagues on the Ad Hoc Committee, for your advice and assistance regarding procedures for submitting briefs and making presentations to the Board.

Sincerely,



C. A. Mason, Chair
Ad Hoc Committee of Parents and Friends of the Gifted Learning Program

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Mr. A. J. ...
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TO: Members of the Personnel and Organization Committee, The Board of Education for the City of Hamilton

FROM: Ad Hoc Committee of Parents and Friends of the Gifted Learning Program

DATE: 91-04-09

SUBJECT: 1991 Budget – Decision to Retain 5 Gifted Learning Resource Teacher (GLRT) Positions

1. We wish to express our gratitude for the Board's recent decision to retain the Board's 5 primary level Gifted Learning Resource Teacher positions. Their retention involves an increase in the mill rate of only 0.08 per cent over the 1990 level—\$0.57 per \$5,000 assessment.
2. Our satisfaction reflects our conviction that these positions are vitally important to the current Gifted Learning Program (GLP) delivery system and to all primary level children not yet officially recognized as "gifted". Our argument is this:
 - a. GLRTs work with children whom teachers in regular primary level classrooms identify as potentially bright or gifted learners. They take these children from their classrooms on a regular basis to provide intensive, one-on-one or small group enriched-learning experiences.
 - b. These experiences, a term encompassing all the interactions occurring between instructor and child and between each child and the other children in these congregated settings, can contribute significantly to the emotional and intellectual development of the potentially gifted learner. Such experiences help such children become more comfortable with the fact that they differ, often considerably so, from their regular classroom peers, certainly in attitudes and interests and probably, too, in abilities and learning styles.
 - c. This important developmental influence is something that teachers in regular classrooms are usually unable to provide. Their many responsibilities to the other children in their classrooms leave little or no time, interest or energy to plan and deliver a special learning exercise for the one or two potentially gifted children in their charge.
 - d. Nor can the potentially bright or gifted child usually receive the necessary acceptance and support for their differences from the other children in the regular primary level classroom. Indeed, the peer culture in the regular classroom can be a negative, alienating influence in this regard.
 - e. The GLRT, on the other hand, can both promote a love of learning and create a peer group appropriate for the potentially gifted child. In doing so the GLRT

TO: President of the University and the Board of Trustees
 FROM: The Faculty of the College of Arts and Sciences
 DATE: 11-15-66
 SUBJECT: 1967 Budget - Decision to Retain 2 Budgeted Teaching Assistant Positions

1. We wish to express our appreciation to the Board of Trustees for their support of the Faculty's request for a salary increase. The Board's decision to grant a 5% increase is a significant step in the right direction. However, the Board's decision to retain the two budgeted teaching assistant positions is a disappointment. The Faculty feels that the retention of these positions is essential for the quality of instruction and for the well-being of the students. The Faculty believes that the Board's decision to retain these positions is a necessary one, and we hope that the Board will reconsider its decision.
2. The Faculty believes that the retention of these positions is essential for the quality of instruction and for the well-being of the students. The Faculty believes that the Board's decision to retain these positions is a necessary one, and we hope that the Board will reconsider its decision.
3. The Faculty believes that the retention of these positions is essential for the quality of instruction and for the well-being of the students. The Faculty believes that the Board's decision to retain these positions is a necessary one, and we hope that the Board will reconsider its decision.
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5. The Faculty believes that the retention of these positions is essential for the quality of instruction and for the well-being of the students. The Faculty believes that the Board's decision to retain these positions is a necessary one, and we hope that the Board will reconsider its decision.

nurtures the self-esteem essential to sound psychological and social development in the young learner. In the absence of such self-esteem, any child, and certainly a bright or gifted child, runs considerable risk of becoming a "problem case"—an underachiever, socially withdrawn, unco-operative or aggressive.

f. In short, the GLRT is one of the best embodiments of the Board's stated mission to provide "student-centred" education that produces "creative, contributing, responsible members of society." [Board document: *Program Priorities for the 90's*, March 1991, p. 6]

3. Certain Board members object that the GLRTs are working with many children who never enter the GLP.

a. This concern is effectively answered, not by eliminating the GLRTs, but by providing the appropriate personnel with tools and opportunities to identify gifted children at an earlier stage in the curriculum.

b. Who would be appropriate? Neither the hard pressed classroom teachers nor the Board's primary consultants, who rarely if ever work directly with children, seem best qualified or situated to carry these responsibilities. Those with the greatest interest, experience, expertise in these matters, and opportunity to act seem to be the GLRTs.

4. It is unfortunate, and unacceptable, that the recent public discussions have been characterized by a lack of appropriate data.

We urge the Board to make accessible to all interested parties any Board studies or other information held by the Board's administrative staff pertaining to the purposes, means, costs or effectiveness of the GLRTs and their contribution to the GLP.

5. A second reason for our satisfaction with the Board's decision at this time to retain the GLRT positions stems from the Board's prior decision to undertake a review of "the existing mode of delivery" for the Gifted Learning Program (Board document: "Gifted Education Action Team", app. VI, *Program Priorities for the 90's*, March 1991). Elimination of the GLRTs at the very onset of this review process would have been a grievous prejudging both of the task forces' findings and of the value of the GLRTs for the GLP.

6. In conclusion, we thank you for this opportunity to put our concerns before you. And we ask that, when you make your final decision on the 1991 budget, you **safeguard the current delivery model for the GLP by retaining the five Gifted Learning Resource Teacher positions.**

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REQUEST FOR "FOUR OVER FIVE" PLAN

(a) That approval be granted for the request of Gerri Yachetti for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective Agreement for the first semester of the 1993-94 school year, effective 1993 09 01 to 1994 01 31.

► A New Agency Will Provide Better Health and Safety training

- A new Workplace Health and Safety Agency will, among other responsibilities:
- coordinate the activities of safety associations, such as the Construction Safety Association, the Workers' Health and Safety Centre, and the Industrial Accident Prevention Association
- encourage and promote public awareness of occupational health and safety
- promote research into how we can make Ontario's workplaces safer and healthier
- set training standards for those members of committees who will be "certified".

► Future Directions: "Certified Committee Members"

The new Workplace Health and Safety Agency will set new training standards that must be met by every joint health and safety committee. Workplaces that have committees must choose at least two members – one employer representative, one employee representative – to take this special training.

Those members with special training will be certified by the Agency and will have special roles and responsibilities in their workplaces.

Certified committee members will be a valuable resource in each workplace's efforts to reduce accidents and illnesses.

► Our Concern and Cooperation Will Make a Safer Ontario

All of us – both employees and employers – have rights and responsibilities under the Occupational Health and Safety Act.

But the law will only work if there is genuine concern for better health and safety, and a spirit of cooperation among employees and employers.

A safer Ontario is a goal that we all share. It's worth working for!

► For More Information

Employees and employers can get more information on the changes to the Occupational Health and Safety Act directly from the Ministry of Labour.

A detailed explanation will soon be available in booklet form.

To obtain this publication, or to get immediate answers to questions about Bill 208, contact your local Ministry of Labour office (check your telephone book's Blue Pages under "Government of Ontario", then "Labour").

A Bill 208 telephone "hotline" will also be set up and advertised in the Fall of 1990.

Ontario Ministry of Labour
Occupational Health and Safety Division
400 University Avenue
Toronto, Ontario
M7A 1T7

- The New Occupational
- Health and Safety Law
- for Ontario

How Bill 208 Affects You



► Important changes have been made to Ontario's Occupational Health and Safety Act. These changes will affect most workplaces, beginning January 1, 1991.



Ontario
Ministry of Labour
Occupational Health and Safety Division

► **New Laws about Workplace Health and Safety**

You will be hearing a lot about workplace health and safety in the months to come. Significant changes in Ontario's Occupational Health and Safety Act have been made through Bill 208.

Bill 208 was passed by the Ontario Legislature in June 1990. It will change the Act. Most of the changes take effect January 1, 1991.

The Act applies to almost all employers and employees in Ontario. They should read this pamphlet. It describes the major changes in the law and describes how to get more information.

► **Why is the Act Being Changed?**

Everyone agrees. We must improve our province's health and safety record.

In 1989 alone, more than eight million days of work were lost because of job-related injuries and illnesses. In 1988 – the last year for which final figures are available – more than 300 people died from causes related to their work.

In addition to this needless tragedy, compensation payments to the victims cost Ontario's economy more than 1.7 billion dollars in 1989.

► **How Changing the Law Will Help**

To reduce workplace injuries and illnesses, we need more participation in health and safety matters by those who are affected most – employees and employers. Bill 208 amends the Act to provide for this.

However, participation in itself is not enough. The stakes are too high. Both employers and employees need more training to improve their knowledge about occupational health and safety. The new Act encourages this training and, in some cases, makes it mandatory.

► **Joint Health and Safety Committees Will Be Affected**

Joint Occupational Health and Safety committees – formal workplace committees composed of employers and employees who look into health and safety issues in a workplace – have long been our most important tool for reducing workplace accidents and illnesses. This will not change.

What *will* change is that those committees will become more effective and responsible for workplace health and safety. Here are some of the most important changes regarding joint committees:

■ **If You Don't Have a Committee Now, You May be Required to Have One in the Future.**

Almost all workplaces with 20 or more employees will be required to have a committee. This includes workplaces which have not had committees before, such as retail stores, offices and construction projects lasting three months or more.

■ **Your Present Committee May Have to be Larger.**

In workplaces with 20 to 49 employees, the committee must consist of at least two members. Where 50 or more are employed, the committee must have at least four members.

At least half the committee members must be non-management employees. These members must be chosen by the employees or by the union, if there is one.

■ **Committees Have an Expanded Role in Workplace Health and Safety.**

Committees will have greater responsibilities to inspect the workplace regularly and identify hazards. Members will be entitled to paid time to carry out these duties.

► **Smaller Workplaces Will Be Affected by the New Act**

If your workplace has more than five but fewer than 20 employees, no committee is required. However the employees must choose one of their fellow-employees as a Health and Safety Representative, who will have many of the duties and responsibilities of committees.

► **New Duties of Employers**

Bill 208 places new basic duties on employers. These include:

- maintaining a health and safety policy
- providing health and safety reports to the joint committee
- responding to the joint committee's recommendations for improving workplace health and safety, in writing, within 21 days
- paying workers' costs for any required medical examination or tests.

► **Maximum Fines Are Increased**

Previously, the maximum fine for a corporation convicted of a violation under the Act was \$25,000. Bill 208 increases this maximum fine to \$500,000.

► **Ministry Inspectors Will Have Greater Authority**

Bill 208 gives greater enforcement capabilities to inspectors. These include authority to:

- require tests to be carried out
- inspect training materials and attend any training courses given by an employer
- require an employer to set out, in writing, how that employer will comply with an order issued by the inspector.

URBAN/MUNICIPAL

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~~C.S.S.T.F.~~

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1991 05 09

URBAN MUNICI. AL

MAY 21 1991

GOVERNMENT DOCUMENTS

Confirmation of the minutes of the last regular meeting of 1991 04 11.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Report of the Affirmative Action/Employment
Equity Committee

Page 1

NEW BUSINESS:

1. Recommendations of the Director of Education
2. Staffing Report

Pages 2 to 3 and
Page 3A

Page 4

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education

Pages 5 to 7 and
Page 8

REPORT OF THE
AFFIRMATIVE ACTION/EMPLOYMENT EQUITY COMMITTEE

Present: A. Stewart (Chairman); Trustees Bishop, Deans and Penner.

Also

Present: S. Mawson (Career Counsellor, HRD), M. Bowman (H.S.S.P.C), S. Joyce (H.P.A.), S. Ophoven (O.P.S.T.F.), G. Boyce (Visible Minority Representative, S. Wood (O.S.S.T.F.), L. Tindall (FWTAO)

Officials

Present: B. Sinclair, Superintendent of Human Resources
L. Sproule-Jones, Affirmative Action/Equity Employment Co-ordinator

The Committee recommends:

GENERAL

1. That the Affirmative Action/Employment Equity Annual Status Report, including the following recommendation, be approved:

That the Board's Affirmative Action/Employment Equity Program continue to be developed as an integral part of the Human Resources Department in accordance with the General strategies and directions contained in the Annual Status Report.

Respectfully submitted,

A. STEWART,
Chairman

Committee Room,
1991 04 22

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE

IN RESPONSE TO A RESOLUTION OF THE HOUSE OF COMMONS
PASSED ON 11th JANUARY 1881

THE LAND OFFICE HAS THE HONOUR TO ACKNOWLEDGE THE
RECEIPT OF THE COPY OF THE REPORT OF THE
COMMISSIONER OF THE GENERAL LAND OFFICE
IN RESPONSE TO A RESOLUTION OF THE HOUSE OF COMMONS
PASSED ON 11th JANUARY 1881

AND TO STATE THAT THE SAME HAS BEEN
FORWARDED TO THE SECRETARY OF STATE
FOR THE HOME DEPARTMENT

THE SECRETARY OF STATE

1881

THE LAND OFFICE HAS THE HONOUR TO ACKNOWLEDGE THE
RECEIPT OF THE COPY OF THE REPORT OF THE
COMMISSIONER OF THE GENERAL LAND OFFICE
IN RESPONSE TO A RESOLUTION OF THE HOUSE OF COMMONS
PASSED ON 11th JANUARY 1881

AND TO STATE THAT THE SAME HAS BEEN
FORWARDED TO THE SECRETARY OF STATE
FOR THE HOME DEPARTMENT

THE SECRETARY OF STATE

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Education Centre
100 Main Street West
Hamilton, Ontario
1991 05 09

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS

Confirmation

(a) That the following staff be confirmed in the position stated, effective as shown:

Susan Mawson (Employment Counsellor), 1991 07 01

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

(a) That Barbara Howard be appointed to the position of Staffing Co-ordinator - Human Resources, as a Special Assignment for the period 1991 07 01 to 1992 12 31.

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignation of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Mary O'Donnell (Cleaning Staff), 1991 06 28

(ii) That the resignation of the following staff, for the purpose of retirement from the position stated, effective as shown, be accepted with regret:

Ellen Racovitis (Cleaning Staff), 1991 02 28

(iii) That the effective date of the resignation for the purpose of retirement, granted to the following staff at a previous meeting, be changed effective as shown:

Gloria Ryan (Cleaning Staff), 1992 06 30

7. LEAVING EMPLOYMENT

(a) That the dates for the following staff to leave the employ of the Board be approved:

Maria Cerio

Cleaning Staff

1991 04 03

8. LEAVES

Leave of Absence

(a) That the request of the following staff for Leaves of Absence, effective as shown, be granted:

Brenda Bradt (Caretaking and Maintenance Staff), 1991 09 09 to 1992 03 13
Jennifer Holmes (Speech-Language Pathologist), 1991 09 01 to 1992 06 30
Tammy Willemsen (Administrative Staff), 1991 07 01 to 1992 01 03

Return from Leave of Absence

(a) That the following staff be returned from their Leaves of Absence, effective as shown:

Joanne Kendall (Administrative Staff), 1991 05 27
Donna Wicks (Cleaning Staff), 1991 05 06

9. OCCASIONAL STAFF APPOINTMENTS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

ADDED RECOMMENDATIONS

GENERAL

3. PROMOTIONS

(a) That the following teachers be appointed to the position of Curriculum Consultant - Computers in Education on a term appointment from 1991 09 01 to 1994 06 30, with salary according to the salary schedule:

Ruth Brandon (E)
Martin Cooper (S)

6. RETIREMENTS

- (i) Pella Lachowskyj (Cleaning Staff), 1991 06 30
Lottie Miedus (Cleaning Staff), 1991 06 30
Angela Whitehouse (Cleaning Staff), 1991 06 28
- (ii) Maria Bernardi (Cleaning Staff), 1991 04 24

8. LEAVES

Leave of Absence

Karen Accardo (Administrative Staff), 1991 07 15 to 1992 01 17

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THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

1988	1989	1990 ACTUALS												1991 ACTUALS				
		BUDGET	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG				
54	491.54	493.54	493.54	493.54	493.54	493.54	492.54	492.54	492.54	487.54								
	77.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67								
		1,611.65	1,623.85	1,623.95	1,628.35	1,628.35	1,631.25	1,631.65	1,631.65	1,633.65								
		830.00	836.33	838.67	841.00	841.00	841.00	841.67	841.67	841.67								
		117.00	117.83	117.83	116.67	116.67	116.67	116.00	116.00	116.00								
		30	33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50								
			21.00	21.00	20.00	20.00	16.00	16.00	16.00	16.00								
			8.00	8.67	9.67	9.67	13.67	13.67	13.67	13.67								
			110.80	111.40	112.30	112.30	113.57	113.57	113.57	113.57								
			7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00								
			2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14								
			17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68								
			220.50	220.50	220.50	221.50	221.50	221.50	221.50	221.50								
			6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56								
			222.00	222.00	220.00	220.00	217.00	217.00	217.00	217.00								
			347.00	347.00	351.00	351.00	351.00	352.00	353.00	353.00								
			40.25	40.25	41.25	41.25	42.75	42.75	42.75	42.75								
			0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33								
			0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50								
			4,184.48	4,188.19	4,197.66	4,198.66	4,200.33	4,201.73	4,202.73	4,199.73								
					4,804	4,805	4,812	4,814	4,815	4,813								
			15.324	15,372	15,462	15,571	15,628	15,700	15,700	15,700								
			* 25,811	25,831	25,796	25,799	25,813	25,639	25,677	25,623								
			* 13,106	12,717	12,415	12,299	12,155	12,476	12,258	12,019								
			* 1,189	1,111	1,041	1,016	999	1,099	1,050	999								
			* 178	179	181	186	178	174	172	172								
			* 40,284	39,838	39,433	39,300	39,145	39,388	39,157	38,813								

Prepared by Human Resources

May 1, 1991

1. [illegible]

2. [illegible]

3. [illegible]

4. [illegible]

5. [illegible]

6. [illegible]

7. [illegible]

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9. [illegible]

10. [illegible]

11. [illegible]

12. [illegible]

13. [illegible]

14. [illegible]

15. [illegible]

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

September 30th Enrolments

W

RECEIVED BY THE DIRECTOR OF THE
BUREAU OF THE ARMY
WASHINGTON, D. C.

DATE	TIME	PLACE	NAME	REMARKS
1917	10:00	...	...	...
1917	10:15	...	...	...
1917	10:30	...	...	...
1917	10:45	...	...	...
1917	11:00	...	...	...
1917	11:15	...	...	...
1917	11:30	...	...	...
1917	11:45	...	...	...
1917	12:00	...	...	...
1917	12:15	...	...	...
1917	12:30	...	...	...
1917	12:45	...	...	...
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1917	16:00	...	...	...
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1917	16:30	...	...	...
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1917	17:30	...	...	...
1917	17:45	...	...	...
1917	18:00	...	...	...
1917	18:15	...	...	...
1917	18:30	...	...	...
1917	18:45	...	...	...
1917	19:00	...	...	...
1917	19:15	...	...	...
1917	19:30	...	...	...
1917	19:45	...	...	...
1917	20:00	...	...	...
1917	20:15	...	...	...
1917	20:30	...	...	...
1917	20:45	...	...	...
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1917	21:15	...	...	...
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1917	22:30	...	...	...
1917	22:45	...	...	...
1917	23:00	...	...	...
1917	23:15	...	...	...
1917	23:30	...	...	...
1917	23:45	...	...	...
1917	24:00	...	...	...

Education Centre
100 Main Street West
Hamilton, Ontario
1991 05 09

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the appointment of Patricia McCulloch (S) to the Temporary Staff, approved at the Special August, 1990 Board Meeting, be changed to appointment to the Probationary Staff, effective 1990 09 01, with salary according to the salary schedule.

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Roland Chiarot (S), 1991 06 30
Eleanor Duncan (E), 1991 06 30
Mary Halayko (S), 1991 06 30
Kenneth Jones (S), 1991 06 30

(ii) That the resignation of the following staff for the purpose of retirement, effective as shown, be accepted with regret:

Mary George (Lunchroom Assistant Staff), 1991 06 28

7. LEAVING EMPLOYMENT

(a) (i) That the dates for the following teachers to leave the employ of the Board be approved:

Douglas Bishop (S), 1991 06 30
Paul Cianflone (S), 1991 06 30
Peter Cipriani (S), 1991 06 30
Karen Colibaba (S), 1991 06 30

Glenda Dezell (S), 1991 08 31
 Gail Frost (E), 1991 08 31
 Thomas Harber (S), 1991 06 30
 Wayne Inglehart (S), 1991 06 30
 Betty Lukey (S), 1991 06 30
 Yvonne Leegstra (E), 1991 08 31
 Deborah McAlpine (S), 1991 06 30
 Garry Moore (S), 1991 08 31
 Clodette Perri (S), 1991 06 30
 John Scarcelli (S), 1991 06 30
 Robert Weiss (S), 1991 06 30

(ii) That the date for the following staff to leave the employ of the Board be approved:

Patricia Bourque School Social Worker 1991 06 30

8. LEAVES

Leave of Absence

(a) (i) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Lauri Barrette (E), 1991 04 29 to 1991 08 31
 Linda Evans (S), 1991 09 01 to 1992 01 31
 Christine Greedan (E), 1991 09 01 to 1992 08 31
 Marjorie Howden (E), 1991 06 10 to 1991 08 16
 Jeannette Janssen-Sjostrom (S), 1991 05 21 to 1991 11 22
 George Knill (S), 1991 09 01 to 1992 08 31
 Barbara Makins (S), 1991 09 01 to 1992 08 31
 D. Dale Obermeyer (E), 1991 03 07
 Ingvar Rammo (E), 1991 09 01 to 1992 08 31
 Joanne Sinclair (S), 1991 09 01 to 1992 08 31
 Dorothy White (S), 1991 09 01 to 1992 08 31

(ii) That the effective dates of the Leaves of Absence, granted to the following teachers at previous meetings, be changed effective as shown:

Sybille Stahl (E), 1991 04 26 to 1991 08 31
 Kristina Stasiulis (S), 1991 04 23 to 1991 08 31

(iii) That the requests of the following teachers for Leaves of Absence in order to serve on the applicable Federation Executive, effective 1991 09 01 to 1992 08 31, be granted:

Lynne LaPierre (E), President, H.W.T.A.
 Brian Radke (S), Chief Negotiator, O.S.S.T.F., District 8

Leave Extension

(a) (i) That the requests of the the following teachers for extension of their Leaves of Absence, effective as shown, be granted:

Dean Huyck (S), 1991 09 01 to 1992 08 31
 Judy Lampman (E), 1991 09 01 to 1992 08 31

(ii) That the requests of the following teachers for extension of their Leaves of Absence in order to serve on the applicable Federation Executive, effective 1991 09 01 to 1992 08 31, be granted:

James Douglas (S). President, O.S.S.T.F., District 8
Carl Ouellette (S), O.S.S.T.F. District Benefits Officer

Return from Leave of Absence

(a) That the following teachers be returned from their Leaves of Absence and assigned teaching duties, effective as shown:

Virginia Allega-Di Sanza (E), 1991 05 27
Richard Banek (S), 1991 09 01
Errol Ellis (S), 1991 09 01
Angela Garofalo (E), 1991 04 29 (.5)
David Jeffrey (E), 1991 05 06
Kim McCulloch (S), 1991 09 01
Katherine Preston (E), 1991 09 01
Gerald Price (S), 1991 09 01
Suzanne Solnik (E), 1991 09 01 (.5)

9. OCCASIONAL STAFF

(a) (i) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Tracy Allan (E), 1991 04 09 to further notice
Maureen Ash (S), 1991 03 18 to further notice (2/3)
George Black (S). 1991 03 27 to further notice
Cynthia Campanella (E), 1991 03 22 to further notice
Heather Clark (E), 1991 03 18 to further notice
Victoria Hall (S), 1991 04 24 to 1991 06 03
Maureen McKenna (E), 1991 04 02 to further notice
Brenda Southward (E), 1991 04 15 to 1991 06 27
Kathryn Tuite (E), 1991 04 02 to further notice (.5)
Francesco Zavarellia (E), 1991 03 18 to 1991 04 10 (.5)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

(1) That the respondents of the instant case are not entitled to the relief sought by them in their petition for writ of habeas corpus and that the writ should be denied.

That the respondents of the instant case are not entitled to the relief sought by them in their petition for writ of habeas corpus and that the writ should be denied.

That the respondents of the instant case are not entitled to the relief sought by them in their petition for writ of habeas corpus and that the writ should be denied.

That the respondents of the instant case are not entitled to the relief sought by them in their petition for writ of habeas corpus and that the writ should be denied.

CONCLUSION

(2) That the respondents of the instant case are not entitled to the relief sought by them in their petition for writ of habeas corpus and that the writ should be denied.

That the respondents of the instant case are not entitled to the relief sought by them in their petition for writ of habeas corpus and that the writ should be denied.

Very truly yours,

Attorney at Law
and Counselor

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

3. PROMOTIONS

(a) (i) That Jennifer Wilson be appointed to the position of Area One Primary/Junior Learning Resource Teacher, Gifted/Enrichment from 1991 09 01 to 1994 06 30, with salary according to the salary schedule.

(ii) That the following teachers be appointed to the position of Area Supervisor on a term appointment from 1991 09 01 to 1994 08 31, with salary according to the salary schedule:

Frank Cooke (S)
Patricia Fulton (S)
Marlene Rielly (E)
Stewart Thompson (E)

6. RETIREMENTS

Gordon Buchan (S), 1991 06 30
Shirley Heinbecker (E), 1991 06 30
John Kirkham (E), 1991 06 30

8. LEAVES

Leave of Absence

(a) That the request of the following staff for a Leave of Absence, effective as shown, be granted:

Heather Hamilton (Administrative Staff), 1991 09 01 to 1992 08 31

Leave Extension

(i) Norah Franklin (E), 1991 09 01 to 1992 08 31

(ii) Patricia Hutchinson (E), Chairperson of the Economic Policy Committee/
Chief Negotiator for H.W.T.A.. and O.P.S.T.F. - Hamilton

Secondment

(a) That the request of the Ministry of Education for the extension of the secondments of the following teachers, effective 1991 09 01 to 1992 06 30, be granted:

Robert Moulton (E), Curriculum Policy Development Branch
Bruce Quinn (E), Resource Services Consultant, The Robarts School, London

GENERAL INFORMATION

1. NAME OF THE PARTY

1. NAME OF THE PARTY

2. The Party was founded in 1972. It is a political party which is active in the political life of the country. It is a party of the people and for the people. It is a party which is committed to the development of the country and the welfare of the people.

3. The Party has a long history of activity in the political life of the country. It has been active in the political life of the country since its foundation in 1972. It has been active in the political life of the country since its foundation in 1972.

4. The Party has a long history of activity in the political life of the country. It has been active in the political life of the country since its foundation in 1972. It has been active in the political life of the country since its foundation in 1972.

2. NAME OF THE PARTY

5. The Party was founded in 1972. It is a political party which is active in the political life of the country. It is a party of the people and for the people. It is a party which is committed to the development of the country and the welfare of the people.

3. NAME OF THE PARTY

6. The Party was founded in 1972. It is a political party which is active in the political life of the country. It is a party of the people and for the people. It is a party which is committed to the development of the country and the welfare of the people.

7. The Party was founded in 1972. It is a political party which is active in the political life of the country. It is a party of the people and for the people. It is a party which is committed to the development of the country and the welfare of the people.

4. NAME OF THE PARTY

8. The Party was founded in 1972. It is a political party which is active in the political life of the country. It is a party of the people and for the people. It is a party which is committed to the development of the country and the welfare of the people.

9. The Party was founded in 1972. It is a political party which is active in the political life of the country. It is a party of the people and for the people. It is a party which is committed to the development of the country and the welfare of the people.

5. NAME OF THE PARTY

10. The Party was founded in 1972. It is a political party which is active in the political life of the country. It is a party of the people and for the people. It is a party which is committed to the development of the country and the welfare of the people.

11. The Party was founded in 1972. It is a political party which is active in the political life of the country. It is a party of the people and for the people. It is a party which is committed to the development of the country and the welfare of the people.

AGENDA

PERSONNEL & ORGANIZATION COMMITTEE URBAN MUNICIPAL

1991 06 13

JUN 11 1991

GOVERNMENT DOCUMENTS

Confirmation of the minutes of the regular meeting of 1991 05 09 and special meeting of 1991 05 30.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Update Re Educational Assistant (S.A.L.E.P.) Pages 1 to 5

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 6 to 7
and Page 7A
2. (a) Staffing Report Page 8
(b) Report on Supply Teachers Page 9
3. Report Re Administrative Assistant to the Office of
the Director of Education Page 10
4. Report of the Affirmative Action/Employment
Equity Committee Page 11

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

1. Report Re Gifted Learning Resource Teachers Page 12

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 13 to 18
and Pages 18A to 18C
2. Requests for "Four Over Five" Plan Page 19
and Page 20

The Board of Education
for the City of Hamilton
100 Main St., West
Hamilton, Ontario
L8N 3L1

1991 06 13

To: The Chairman and Members
Personnel and Organization Committee
The Board of Education for the City of Hamilton

Ladies and Gentlemen:

Re: Educational Assistant S.A.L.E.P.

UPDATE

At this time, we wish to present this 11 month update on the Educational Assistant's Role in the S.A.L.E.P. process.

The concept and necessity of this position was presented to the S.A.L.E.P. Committee in the fall of 1988. The direction at that time was to prepare a role description for the next S.A.L.E.P. Committee Meeting. This was prepared and accepted at the meeting in the fall of 1989. The Board gave final approval for this position on January 18, 1990 with the person commencing responsibilities in March 1990. One of the suggestions at that time was to build in a 6 month review.

In October 1990, the Board approved that this special assignment be extended until June 1991 with the expectation that a further report would be forthcoming as part of the Program Department Strategic Planning process.

Students that come before the S.A.L.E.P. subcommittee are generally suffering from very low self esteem because of a multitude of forces that have impinged on their lives. In order to re-establish a new level of confidence they require much individual assistance. Although these students appear to understand the goals of counselling while in the S.A.L.E.P. office, they have great difficulty transferring this knowledge to their efforts in the outside world -- i.e. filling out application forms, job searching, etc. A staff member (Education Assistant) was needed to assist in this regard.

Much of the role involves going out with the student, either individually or in small groups, in order to assist the student in obtaining a job. This requires both coaching and modeling on the part of the Educational Assistant. Because of this recognized supervised approach and the resulting success of the students, we continue to establish working relationships with employers who are prepared to take a chance on these high risk students. Various strategies are used to help the student "bridge" the transition from the S.A.L.E.P. Job Search/Life Skills program to such community programs as the John Howard Society, Winter W.O.W. Program and the various Youth Employment Programs.

Chairman & Members
Personnel & Organization Committee

UPDATE

cont.

There is a great deal of documentation attached to the S.A.L.E.P. process. The Board must be able to authenticate which of its students are on S.A.L.E.P. in order to get the appropriate grants. Also every student who is working has to be covered by Workers' Compensation either through the Ministry of Education or through the Employer. The complicating factor to these two tasks is that every time a student on S.A.L.E.P. changes jobs, new forms have to be filled out and they all require multiple signatures. Because of the involvement of the Educational Assistant, we are better able to keep this important function under control.

An obvious need that has had to be addressed is the transitional difficulty students have in re-entering the school system after completing a S.A.L.E.P. program. In order to assist in this a Re-entry Assistance Program (R.A.P.) has been initiated on a pilot basis. The Educational Assistant systematically withdraws support as the student successfully readjusts to the school setting.

FINANCIAL IMPLICATIONS

When this position was posted as a special assignment, the successful candidate carried the "grade and job class" from this/her previous position. The present incumbent was rated as a grade 4. At present the position is being evaluated through the Pay Equity process; however, the present annual (40 week) salary range for a 35 hour week is \$19,488 to 20,944.

IN SUMMARY

The S.A.L.E.P. Program attempts to meet the special needs of a select group of 14 and 15 year old students. Our S.A.L.E.P. Consultant/Social Worker needed a resource who would assist in a practical way in the transition from office counselling and instruction to actual employment. Students and families benefit directly from this approach. Of equal importance is the fact that we are better able to meet the requirements for the S.A.L.E.P. role legislated by such parties as the Ministry of Education, Workers' Compensation, and the Occupational Health and Safety Act.

Chairman & Members
Personnel & Organization Committee

RECOMMENDATION

- (1) In light of the ongoing review by the Student Support Services Action Team, it is recommended that this special assignment position be extended to December, 1991.

Prepared by:

Diane P. Sayers,
Consultant, S.A.L.E.P.

Bryan Schofield
Coordinator
Adjustment Services

Submitted by:

Darrel Skidmore
Superintendent of Program

Approved by:

Keith A. Rielly
Director & Secretary
of the Board

/pgb

THE UNIVERSITY OF CHICAGO
LIBRARY

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1215 EAST 58TH STREET
CHICAGO, ILL. 60637

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CHICAGO, ILL. 60637

TABLE #1

SALEP ASSISTANT
STATISTICAL REPORT FOR THE PILOT PROJECT (1990)

	APRIL	MAY	JUNE	SEPTEMBER	OCTOBER	NOVEMBER
INTERVIEWS			1	20	5	
HOME CONTACTS - PHONE	23	46	62	39	88	38
HOME VISITS	14	24	18	13	17	6
EMPLOYER CONTACTS - PHONE	13	35	68	33	19	16
- ON SITE	13	35	47	9	9	6
SCHOOL CONTACTS - PHONE		2	9	31	10	15
SCHOOL VISITS	3	1		1	2	6
CONSULTATIONS - SYSTEM	11	21	3	2	12	54
- COMMUNITY	6	11	1	10	25	9
CONFERENCES - SYSTEM				8		9
- COMMUNITY		3		1		
GROUP SESSIONS	4		3			2
■ JOB SEARCH IN COMMUNITY WITH STUDENT (COACHING)		4			5	2
■ NUMBER OF STUDENTS SERVICED	29	36	43	55	48	29
■ WORKER'S COMPENSATION FORMS PROCESSED						
■ 4 SIGNATURES	9	7	11	18		1
■ BACKLOG 1989 1990	24 10					
■ CONTRACT'S PROCESSED						
■ 3 SIGNATURES	12	15	20	12	5	3
■ BACKLOG 1989 1990	9 8					
■ KILOMETERS TRAVELLED	151	374	354	211	304	265

TABLE #1

SALEP ASSISTANT
STATISTICAL REPORT FOR THE PILOT PROJECT (1990-1991)

	DECEMBER	JANUARY	FEBRUARY	MARCH
INTERVIEWS	1		3	3
HOME CONTACTS - PHONE	33	39	67	13
HOME VISITS	6	22	8	6
EMPLOYER CONTACTS - PHONE	17	10	15	25
- ON SITE	5	2	1	3
SCHOOL CONTACTS - PHONE	5	8	3	2
SCHOOL VISITS	2		1	1
CONSULTATIONS - SYSTEM	24	24	32	22
- COMMUNITY	3		3	6
CONFERENCES - SYSTEM				1
- COMMUNITY				
GROUP SESSIONS			1	
OTHER	6	7 Salep Update		3
SALEP	5	4	10	9
■ JOB SEARCH IN COMMUNITY with student (coaching)		2	1	1
■ NUMBER OF STUDENTS SERVICED	39	33	32	30
■ WORKER'S COMPENSATION FORMS PROCESSED				
■ 4 SIGNATURES		4	6	3
■ BACKLOG _____				
■ CONTRACT'S PROCESSED				
■ 3 SIGNATURES				
■ BACKLOG <u>4.9</u>		5	6	2
■ KILOMETERS TRAVELLED	141	278	165	135

Education Centre
100 Main Street West
Hamilton, Ontario
1991 06 13

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Marilyn Pearson, (Duplicating Operator - Printing Department, Administrative Staff - Grade 4, maximum salary \$26,703.00 per annum), 1991 07 01 (Replacement)

2. PERMANENT STAFF APPOINTMENTS

Confirmation

(a) That the following staff be confirmed in the position stated, effective as shown:

Debbie Russon (Manager - Collective Bargaining Services), 1991 05 22

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

Extension

(a) That the appointment of Sharon Fair (Safety Technician - Human Resources) be extended for a three-year term, effective 1991 07 01 to 1994 06 30.

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS - Nil

7. LEAVING EMPLOYMENT

(a) That the dates for the following staff to leave the employ of the Board be approved:

Christina A. Andrews (Cleaning Staff), 1991 04 22

Ruth M. Simons (Speech-Language Pathologist), 1991 06 28

Linda Sproule-Jones (Administrative Staff), 1991 08 31

8. LEAVES

Leave of Absence

(a) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Lisa Anderson (Administrative Staff), 1991 08 12 to 1992 02 14

Valerie Jess (Administrative Staff), 1991 07 29 to 1992 01 31

Margaret Mills (Caretaking and Maintenance Staff), 1991 08 26 to 1992 02 28

Ronald Talbot (Caretaking and Maintenance Staff), 1991 06 17 to 1991 08 23

Lucy Veerman (Administrative Staff), 1991 07 01 to 1992 01 03

Leave Extension

(a) That the request of the following staff for extension of a Leave of Absence, effective as shown, be granted:

Leslie Ferguson (Administrative Staff), 1991 06 17 to 1991 07 12

Return from Leave of Absence

(a) That the following staff be returned from a Leave of Absence, effective as shown:

Marie Bountrogianni (Administrative Staff), 1991 05 29

9. OCCASIONAL STAFF APPOINTMENTS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

ADDED RECOMMENDATIONS

GENERAL

1. PROBATIONARY STAFF APPOINTMENTS

(a) Irene Polodori (Manager, Financial Services, Probationary Administrative Staff - Grade 15, maximum salary \$65,354.00 per annum), effective 1991 07 15, with salary according to the salary schedule. (Replacement)

(b) That the following staff be appointed to the position of Negotiations and Salary Clerk, Collective Bargaining [formerly titled "Word Processing Operator - Human Resources] (Probationary Administrative Staff - Grade 4, maximum salary \$26,703.00 per annum), effective 1991 06 24, with salary according to the salary schedule: (Replacement)

Karen Mulholland (.5)

Edel Twaddle (.5)

3. PROMOTIONS

(a) That the following teachers be appointed to the position of Co-ordinator, for a five year term, effective 1991 09 01 to 1996 08 31, with salary according to the salary schedule:

Terrence Ducarme (History)

Harry Traini (Mathematics)

(b) That Lesley Fraser be appointed on a temporary basis to the position of Co-ordinator (Physical and Health Education), effective 1992 02 01 to 1992 07 31.

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

(a) (i) That the appointment of Brian Seamans, Consultant (Section 27 Programs), be extended effective 1991 09 01 to 1992 06 30, with salary according to the salary schedule.

8. LEAVES

Leave of Absence

Debbie Despres (Administrative Staff), 1991 09 03 to 1992 08 31

Maureen Johnson (Caretaking and Maintenance Staff), 1991 06 03 to 1991 10 04

10. OTHER

(a) That the request of Michael Silbert to relinquish his position as Co-ordinator (Mathematics), in order to return as Head of Department (Mathematics), effective 1991 09 01, be granted.

...

...

ADMINISTRATIVE INFORMATION

GENERAL

1. PURPOSE AND SCOPE

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2. REFERENCES

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3. INTERNAL ASSIGNMENTS TO OTHER DEPARTMENTS

...

4. LEAVE

...

...

5. OTHER

...

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31st ACTUAL												1990 ACTUALS												1991 ACTUALS											
	1984	1985	1986	1987	1988	1989	BUDGET	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG																	
Admin & Support Staff	391.37	401.97	417.37	430.24	469.64	491.54	493.54	493.54	493.54	493.54	493.54	492.54	492.54	492.54	487.54	487.54																				
Co-ordinators/Consultants	76.50	77.50	78.00	80.00	77.67	77.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67																				
Teachers - Elementary	1,300.00	1,317.25	1,362.95	1,414.75	1,498.45	1,592.15	1,611.65	1,623.85	1,623.95	1,628.35	1,628.35	1,631.25	1,631.65	1,631.65	1,633.65	1,634.65																				
Secondary - Composite	782.17	750.83	732.67	741.83	757.50	795.00	830.00	836.33	838.67	841.00	841.00	841.00	841.67	841.67	841.67	841.67																				
- Vocational	170.67	168.67	159.83	160.90	160.07	146.00	117.00	117.83	117.83	116.67	116.67	116.67	116.00	116.00	116.00	116.00																				
- Vanier	26.00	29.00	31.00	31.50	33.00	34.00	34.00	33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50																				
Elementary TR	42.00	39.00	34.00	29.00	26.00	24.00	23.00	21.00	21.00	20.00	20.00	16.00	16.00	16.00	16.00	16.00																				
Secondary TR		4.00	6.00	7.00	8.00	7.00	7.00	8.00	8.67	9.67	9.67	13.67	13.67	13.67	13.67	13.67																				
Lunchroom - Elementary	54.90	68.60	78.40	92.80	102.90	115.10	109.74	110.80	111.40	112.30	112.30	113.57	113.57	113.57	113.57	113.57																				
- Secondary	7.00	7.00	7.30	7.30	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00																				
- Vocational	3.30	3.30	3.10	3.10	3.10	2.60	2.60	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14																				
Bus Supervisors		6.40	12.10	13.90	14.40	16.50	16.50	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68																				
Educational Assistants	113.00	123.50	139.00	155.00	173.00	217.50	218.50	220.50	220.50	220.50	221.50	221.50	221.50	221.50	221.50	221.50																				
Lunchroom Assistants	2.50	1.97	5.14	5.71	6.00	6.43	6.43	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56																				
Ctks/Main/Whs/Asbestos	214.00	209.00	210.00	210.00	217.00	218.00	220.00	222.00	222.00	220.00	220.00	217.00	217.00	217.00	217.00	217.00																				
Cleaners/Cooks	331.00	325.00	330.00	333.00	340.00	347.00	347.00	347.00	347.00	351.00	351.00	351.00	352.00	353.00	353.00	353.00																				
Staff On Loan - Teachers	22.75	30.42	29.55	34.25	34.92	33.92	34.92	40.25	40.25	41.25	41.25	42.75	42.75	42.75	42.75	42.75																				
- Consultants					0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33																				
- Clerical							0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50																				
Full Time Equiv. Positions	3,537.16	3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,155.38	4,184.48	4,188.19	4,197.66	4,198.66	4,200.33	4,201.73	4,202.73	4,199.73	4,200.73																				
Number Of Employees										4,804	4,805	4,812	4,814	4,815	4,813	4,814																				
Lunchroom Enrolment	8,000 est	9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,000 est	15,324	15,372	15,462	15,571	15,628	15,700	15,700	15,700	15,700																				
Enrolment - Elementary	* 24,777	* 24,543	* 24,682	* 24,741	* 25,007	* 25,474	26,027	* 25,811	25,831	25,796	25,799	25,813	25,639	25,677	25,604	25,553																				
- Sec Composite	* 13,665	* 12,806	* 12,328	* 12,571	* 12,620	* 12,754	13,223	* 13,106	12,717	12,415	12,299	12,155	12,476	12,258	12,019	11,838																				
- Sec Vocational	* 2,030	* 1,942	* 1,794	* 1,698	* 1,598	* 1,453	1,192	* 1,189	1,111	1,041	1,016	999	1,099	1,050	1,003	955																				
- T. R.	* 305	* 286	* 262	* 243	* 210	* 193	187	* 178	179	181	186	178	174	172	175	174																				
- TOTAL	* 40,777	* 39,577	* 39,066	* 39,253	* 39,435	* 39,874	40,629	* 40,284	39,838	39,433	39,300	39,145	39,388	39,157	38,801	38,520																				

* September 30th Enrolments

Prepared by Human Resources

June 1, 1991

REPORT OF SUPPLY TEACHER USAGE - TO DATE - 1991

	PERSONAL REASONS/ ILLNESS	FIELD WORK/ CO-INSTR. ACTIVITIES	CONF./ SEMINAR/ MEETING OUTSIDE SYSTEM	PLANNING/ CURRICLM./ IN-SERVICE/ MEETING INSIDE SYSTEM	IN SCHOOL MEETING	FEDERAT'N. MATTERS	OTHER	NOT INDICATED	TOTAL DAYS	TOTAL EXPENSE
JANUARY								2092.5	2092.5	\$214,521
FEBRUARY	21.5	1.0	1.0					2902.0	2925.5	\$299,856
MARCH	773.5	37.0	38.5	102.5	35.0	14.5	75.0	153.0	1229.0	\$124,447
APRIL	1352.0	84.0	82.5	206.5	121.5	22.5	77.5	181.0	2151.0	\$215,336
MAY										
JUNE										
JULY										
AUGUST										
SEPTEMBER										
OCTOBER										
NOVEMBER										
DECEMBER										
TOTALS	2147.0	122.0	122.0	309.0	156.5	37.0	152.5	5328.5	8374.5	\$854,160

COMPUTER SERVICES DEPARTMENT

note: The 'not indicated' column is overstated due to the fact that the new time sheet was not in effect for the months of January and February.
All days were entered into this column for these two months.

The following table shows the results of the analysis of the samples collected during the field work. The data are presented in the form of a table with the following columns: Sample No., Date, Time, Location, and Results. The results are given in the form of a percentage of the total sample.

TABLE I. ANALYSIS OF SAMPLES

Sample No.	Date	Time	Location	Results
1	10/10/10	10:00	1000	100%
2	10/10/10	10:00	1000	100%
3	10/10/10	10:00	1000	100%
4	10/10/10	10:00	1000	100%
5	10/10/10	10:00	1000	100%
6	10/10/10	10:00	1000	100%
7	10/10/10	10:00	1000	100%
8	10/10/10	10:00	1000	100%
9	10/10/10	10:00	1000	100%
10	10/10/10	10:00	1000	100%
11	10/10/10	10:00	1000	100%
12	10/10/10	10:00	1000	100%
13	10/10/10	10:00	1000	100%
14	10/10/10	10:00	1000	100%
15	10/10/10	10:00	1000	100%
16	10/10/10	10:00	1000	100%
17	10/10/10	10:00	1000	100%
18	10/10/10	10:00	1000	100%
19	10/10/10	10:00	1000	100%
20	10/10/10	10:00	1000	100%
21	10/10/10	10:00	1000	100%
22	10/10/10	10:00	1000	100%
23	10/10/10	10:00	1000	100%
24	10/10/10	10:00	1000	100%
25	10/10/10	10:00	1000	100%
26	10/10/10	10:00	1000	100%
27	10/10/10	10:00	1000	100%
28	10/10/10	10:00	1000	100%
29	10/10/10	10:00	1000	100%
30	10/10/10	10:00	1000	100%
31	10/10/10	10:00	1000	100%
32	10/10/10	10:00	1000	100%
33	10/10/10	10:00	1000	100%
34	10/10/10	10:00	1000	100%
35	10/10/10	10:00	1000	100%
36	10/10/10	10:00	1000	100%
37	10/10/10	10:00	1000	100%
38	10/10/10	10:00	1000	100%
39	10/10/10	10:00	1000	100%
40	10/10/10	10:00	1000	100%
41	10/10/10	10:00	1000	100%
42	10/10/10	10:00	1000	100%
43	10/10/10	10:00	1000	100%
44	10/10/10	10:00	1000	100%
45	10/10/10	10:00	1000	100%
46	10/10/10	10:00	1000	100%
47	10/10/10	10:00	1000	100%
48	10/10/10	10:00	1000	100%
49	10/10/10	10:00	1000	100%
50	10/10/10	10:00	1000	100%
51	10/10/10	10:00	1000	100%
52	10/10/10	10:00	1000	100%
53	10/10/10	10:00	1000	100%
54	10/10/10	10:00	1000	100%
55	10/10/10	10:00	1000	100%
56	10/10/10	10:00	1000	100%
57	10/10/10	10:00	1000	100%
58	10/10/10	10:00	1000	100%
59	10/10/10	10:00	1000	100%
60	10/10/10	10:00	1000	100%
61	10/10/10	10:00	1000	100%
62	10/10/10	10:00	1000	100%
63	10/10/10	10:00	1000	100%
64	10/10/10	10:00	1000	100%
65	10/10/10	10:00	1000	100%
66	10/10/10	10:00	1000	100%
67	10/10/10	10:00	1000	100%
68	10/10/10	10:00	1000	100%
69	10/10/10	10:00	1000	100%
70	10/10/10	10:00	1000	100%
71	10/10/10	10:00	1000	100%
72	10/10/10	10:00	1000	100%
73	10/10/10	10:00	1000	100%
74	10/10/10	10:00	1000	100%
75	10/10/10	10:00	1000	100%
76	10/10/10	10:00	1000	100%
77	10/10/10	10:00	1000	100%
78	10/10/10	10:00	1000	100%
79	10/10/10	10:00	1000	100%
80	10/10/10	10:00	1000	100%
81	10/10/10	10:00	1000	100%
82	10/10/10	10:00	1000	100%
83	10/10/10	10:00	1000	100%
84	10/10/10	10:00	1000	100%
85	10/10/10	10:00	1000	100%
86	10/10/10	10:00	1000	100%
87	10/10/10	10:00	1000	100%
88	10/10/10	10:00	1000	100%
89	10/10/10	10:00	1000	100%
90	10/10/10	10:00	1000	100%
91	10/10/10	10:00	1000	100%
92	10/10/10	10:00	1000	100%
93	10/10/10	10:00	1000	100%
94	10/10/10	10:00	1000	100%
95	10/10/10	10:00	1000	100%
96	10/10/10	10:00	1000	100%
97	10/10/10	10:00	1000	100%
98	10/10/10	10:00	1000	100%
99	10/10/10	10:00	1000	100%
100	10/10/10	10:00	1000	100%

The following table shows the results of the analysis of the samples collected during the field work. The data are presented in the form of a table with the following columns: Sample No., Date, Time, Location, and Results. The results are given in the form of a percentage of the total sample.

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1991 06 13

To the Chairman and Members,
Personnel & Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Proposed Change for the Job Description and
Length of Term for the Administrative Assistant
to the Office of the Director of Education

In past years, the appointments of Administrative Assistants to specific senior officials (Director, Superintendents of Operations, Finance and Curriculum) have been made on the basis of a two-year term, non-renewable.

In light of our present and anticipated future needs with respect to assistance in the Office of the Director, it is recommended that the appointment of persons in future to this role be on a special assignment basis. It is further recommended that the duration of the term appointment be aligned with the specific tasks to be carried out. The length of term should be in increments not to exceed two years.

Prepared and submitted by: Keith A. Rielly,
Director of Education and Secretary.

REPORT OF THE
AFFIRMATIVE ACTION/EMPLOYMENT EQUITY COMMITTEE

Present: A. Stewart (Chairman); Trustees Bishop, Deans and Cunningham.
S. Joyce (H.P.A.), S. Ophoven (O.P.S.T.F.), G. Boyce (Visible
Minority Representative), L. Tindall (F.W.T.A.O.), A. Dywan
(O.S.S.T.F.).

Officials

Present: B. Sinclair, Superintendent of Human Resources
L. Sproule-Jones, Affirmative Action/Employment Equity Co-ordinator.
S. Mawson (Career Counsellor, HRD)

The Committee recommends:

GENERAL

(a) That the revised Annual Status Report on the Affirmative
Action/Employment Equity Program for the year 1990-1991 be adopted.

(b) That the verbal report regarding Development of the New Job Specific
Application forms be received for information.

(c) That the Affirmative Action/Employment Equity Committee:

- i) reaffirms the importance of the Affirmative Action/Employment Equity
program,
- ii) recognizes that the work of this program is not complete bearing in
mind current needs and pending Provincial legislation,
- iii) urges a replacement for the position of Affirmative
Action/Employment Equity Co-ordinator.

Respectfully submitted,

A. STEWART,
Chairman

Committee Room,
1991 06 04

REPORT OF THE
LEGISLATIVE ACTION AND INVESTIGATION COMMITTEE

1. During the past year, the Committee has held numerous public hearings and has received many suggestions from the public. It has also held many private hearings and has received many suggestions from the public. It has also held many private hearings and has received many suggestions from the public.

2. During the past year, the Committee has held numerous public hearings and has received many suggestions from the public. It has also held many private hearings and has received many suggestions from the public. It has also held many private hearings and has received many suggestions from the public.

The Committee has also held many private hearings and has received many suggestions from the public.

CONCLUSIONS

(a) That the report of the Committee is based on the following facts and circumstances:

(b) That the report of the Committee is based on the following facts and circumstances:

(c) That the report of the Committee is based on the following facts and circumstances:

(d) That the report of the Committee is based on the following facts and circumstances:

(e) That the report of the Committee is based on the following facts and circumstances:

(f) That the report of the Committee is based on the following facts and circumstances:

Recommendations

1. That the report of the Committee is based on the following facts and circumstances:

2. That the report of the Committee is based on the following facts and circumstances:

Education Centre
100 Main Street West
Hamilton, Ontario
1991 06 13

To the Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

Re: Gifted Learning Resource Teachers

The Gifted Education Action Team has completed the initial stages of its work. The recommendations which will flow from the working paper to the Development Committee in the Fall of 1991 will involve some significant restructuring of the Identification, Placement and Program Delivery Process presently in place. The Team's recommendations are based on a thorough search of the literature, consultation with several other Boards, input from the community and our system as well as an analysis of the Ministry of Education expectations.

Given the fact that this will involve a transition period from the School Year 1991-1992 to the beginning implementation in September 1992, it is the recommendation of the Action Team that the existing delivery model remain in place during 1991-1992.

Although there has been a reduction of five areas to four beginning September 1991, the same number of schools and the same number of students require service. If we are to maintain our existing level of programming as recommended by the Action Team it is therefore recommended that:

The role of the Primary Gifted Resource Teacher be retained in its present mode for the 1991-1992 School Year and as such, the fifth position be approved.

Prepared and
submitted by :

M. E. Quinn
Superintendent of Schools, Area 1

D. R. Skidmore
Superintendent of Program

Approved by:

K. A. Rielly
Director of Education and Secretary

:ha

Education Centre
100 Main Street West
Hamilton, Ontario
1991 06 13

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be appointed to the Probationary Staff, effective 1991 09 01, with salary according to the salary schedule:

Tracy Allan (E)	Barbara Maniel (E)
Erin Birch (E)	Kathyrn Maudsley (E)
John Brown (E)	Robert Maudsley (E)
Ian Calderwood (S)	Herman Mayers (E)
Rhonda Chaimovitz (E)	Jacqueline McCann (E)
William Constable (E)	Patrick McKenna (E)
Rita Corsini (E)	Tara Oblender (E)
Francois Cyr (E)	Brian Playfair (E)
Lisa Eagleton (E)	Stephen Potter (S)
Laura Goodale (E)	Christine Ludkin (E)
Lesley Hallett (E)	Michael Ramkeeson (E)
Donald Harman (S)	Susan Randle (E)
David Harper (E)	Cynthia Schlen (E)
Gary Hewitt (E)	Elizabeth Simmons (E)
Jacqueline Hoogendoorn (E)	Kenneth Smith (S)
Lauren Howard (E)	Thomas Trebilcock (E)
Debra Kerr (E)	Fiona Valiquette (E)
Paul Kislinsky (E)	Brenda Wood-Martin (E)
Sylvie Lafleur (E)	John Weare (E)

(Budgeted)

(ii) That the following teachers be re-appointed to the Probationary Staff, effective 1991 09 01, with salary according to the salary schedule:

Yvonne Leegstra (E)
Cherilyn Saliccioli (E)

(Budgeted)

(iii) That Margaret Edwards be transferred from the Administrative Staff to the Probationary Secondary School Clerical and Secretarial Staff (OPEIU) (Level 1, maximum salary \$482.72 per week), effective 1991 07 01, with wage rate according to the Collective Agreement.

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Permanent Staff, effective 1991 09 01, with salary according to the salary schedule:

Alayne Allan (E)
 Judith Ambrose (E)
 Katherine Anderson (E)
 Mary Arnold (E)
 Sabine Atkins (E)
 Joseph Bajkor (S)
 Susan Barnes (E)
 Philip Beard (S)
 Emma Begert (E)
 Karen Bernayk-Bouwman (E)
 Rita Bertoldi (E)
 Sharon Biro (E)
 John Blackmore (S)
 Louise Boothe (E)
 Lisa Borkovich (S)
 Graham Boyce (E)
 John Bradley (S)
 Andrea Bradshaw (E)
 Sharon Bray (S)
 Marilyn Brown (S)
 Dzintra Bush (E)
 Leslie Carpenter (E)
 Helen Charalambopoulos (S)
 Linda Chenoweth (E)
 Robert Churchill (E)
 Sandra Clarke (E)
 Warren Collins (E)
 Kim Compton (E)
 Theodore Connor (S)
 Bonnie Cook (E)
 Glenn Corriveau (E)
 Cindy Cosentino (E)
 David Crouch (E)
 Susan Dabbs (S)
 Brenda D'Agostino (E)
 Joanne Darby (E)
 James Davy (E)
 Jeffrey Deans (E)
 Carol De Soer (E)
 Gary Deveau (S)
 Karen Devlin (E)
 Frances Di Iorio (S)
 Madiha Dokainish (S)
 Marcia Doyle (E)
 Stephen Dunn (S)
 Susann Durst (E)
 Hans Eckart (S)
 Natalie Findlay (E)
 Ruth Fisher (S)
 Anjili Fletcher (E)

Joanne Languay (E)
 Margaret Leitch (E)
 Maelly Lew (S)
 Deborah Ligas (E)
 Wendy Lorenzi (E)
 J. Scott Lowrey (E)
 Shirley MacDougall (E)
 Richard MacKinnon (E)
 Susan MacLachlan (E)
 Joseph May (S)
 Sandra McCormick (E)
 Janine McCulloch (S)
 Neil McIlveen (S)
 Robert McManus (E)
 Elizabeth McQueen (S)
 Gus Mihailovich (E)
 Anna Mori (E)
 Barbara Moskaluk (E)
 Darlene Murray (E)
 Mary Jane Murray (S)
 Steven Nagy (E)
 Terry Nickel (E)
 Marnie O'Brien (E)
 Rose-Mary Orta (S)
 Donna Pawluk (S)
 Ian Pellizzari (E)
 James Poot (S)
 Lorelei Prevec (E)
 Michelyn Putignano (S)
 Sharon Rattray (E)
 Janice Reese (S)
 Mark Reese (S)
 Gwen Ripco (E)
 Lesley Robertson (E)
 Sharon Roth (S)
 Patricia Rybski (S)
 Jeanine St. Pierre (E)
 Annette Sampson (E)
 Aleida Sanderson-Bagchus (E)
 David Sawatzky (E)
 Adele Schiedel (S)
 Lee Ann Schwalm (E)
 Sonya Schweiger (E)
 Paula Scott (S)
 Eileen Shannon (S)
 Terri Simmons (E)
 Gail Slater (E)
 Darlene Smith (E)
 Lisa Smith (E)

Mark Forsyth (E)
Christine Fotheringham (E)
Danae Fraser (E)
Robert Fraser (S)
Michelle Friesen (E)
Norma Frattoroli (E)
June Gamble (E)
Julie Garfit (E)
Tara Gasparik (E)
Irene Gibb (E)
Stella Gibson (E)
Loriann Graf (E)
Leslie Grant (E)
Susan Grotke (E)
Ruth Anne Hamel (E)
Mark Hamill (E)
Betty Haralambopoulos (E)
Clare Hargreaves (S)
Joan Heels (E)
Sandra Holmes (S)
Margaret Holt (E)
Jean Hughes (S)
William Hutchinson (E)
Kim Hutt-Taylor (S)
Patricia Jessop (E)
Laurel Karry (S)
John Kozolanka (E)
Beverley Krueger (E)

George Sovereign (E)
Marion Spino (S)
Jacqueline Stubbs (E)
Donna Talbot (E)
Tadele Tamiru (E)
Bailey Taylor (E)
Carol Taylor (S)
Jeffrey Thomas (S)
Annette Tonogai (S)
Bonnie Turner (E)
Brenda Uchimarua (S)
Amerina Vacca (E)
Shawna Valoppi (E)
Abe Vander Laan (E)
Ronald Vine (E)
Ruth Walker (E)
Susan Ward (E)
Katherine Watson (E)
Margaret Webert (E)
Ernst Weinhardt (S)
Joan Whitmore (E)
Scott Whittington (E)
John Whitwell (S)
Jane Wiggans (E)
Suzanne Williamson (E)
Esther Yung (E)

Confirmation

(a) (i) That the following staff be confirmed in the position stated, effective as shown:

Jeff Wright (Community School Leader), 1991 05 22
Susan Moulton (Community School Leader), 1991 06 04

(a) (ii) That the following staff be confirmed in the position of Educational Assistant (OPEIU Educational Assistant and Lunchroom Assistant Staff), effective 1991 06 01, with wage rate according to the Collective Agreement:

Diana Anderson	Wendy Petersen
Alice Braidford	Kathy Rogers
Pauline Cooper	Carol Schweitzer
Janet Davis	Roswitha Szoczek
Robert LeMay	Donna Tuck

(iii) That the following staff be confirmed in the position of Lunchroom Assistant (OPEIU Educational Assistant and Lunchroom Assistant Staff), effective 1991 06 01, with wage rate according to the Collective Agreement:

Gloria Brown
Diane Dobson
Aldina MacDonald

Donna Oxley
Deo Singh

3. PROMOTIONS

(a) That the following teachers be appointed to the position stated, effective 1991 09 01, with salary according to the salary schedule:

Wolfgang Boggs, Acting Head of Department (Technical)
Joan Boutz, Acting Head of Department (Family Studies)
Tessa Nieuwenhuis, Acting Head of Department (Family Studies)
Michael Sampson, Acting Head of Department (Technical)

(Replacements)

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

(a) That the appointments of the following consultants be extended, effective 1991 09 01 to 1993 06 30:

Douglas Baker (Primary Consultant - Area 1)
Barbara Haverty (Primary Consultant - Area 5)
Georgina Pain (Special Education Consultant - Area 2)
Mary-Jean Tyczynski (Junior Consultant - Area 4)
William Whittle (Primary Consultant - Area 4)

(Budgeted)

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Ross Davidson (S), 1991 04 29
Florence Lynch (E), 1991 06 30

(ii) That the effective date of the resignation for the purpose of retirement, granted to the following staff at a previous meeting be changed, effective as shown:

Mary George (Lunchroom Assistant Staff), 1991 06 14

7. LEAVING EMPLOYMENT

(a) That the dates for the following teachers to leave the employ of the Board be approved:

Yvonne Chin (E), 1991 08 31	Claudia Maerz (E), 1991 08 31
Susan Cobb (E), 1991 08 31	Lori Mattice (E), 1991 08 31
Barbara Dow Lam (E), 1991 08 31	Karen Mitchell (E), 1991 08 31
Deborah Hamilton (E), 1991 08 31	Lyn Wright (S), 1991 08 31
Lois Kirkham (E), 1991 08 31	Paul Zablocki (S), 1991 08 31
France Leveille (E), 1991 08 31	Judith Zamin (E), 1991 08 31

8. LEAVES

Leave of Absence

(a) (i) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Margaret Ainsworth (E), 1991 09 01 to 1991 10 21
 Joyce Baker (E), 1991 06 17 to 1991 08 31
 Ghislaine Dean (S), 1991 09 01 to 1992 08 31
 Sandra Dunsdon (E), 1991 09 01
 Ellen Francis (E), 1991 09 01 to 1993 08 31
 Colleen Ireland (E), 1991 09 01 to 1992 08 31
 Marvin Kuehn (S), 1991 09 01 to 1992 08 31
 Mary Law, 1991 09 01
 Christine McKinty (S), 1991 09 01 to 1992 03 06
 Tanya Moore (E), 1991 05 24 to 1991 08 31
 George Omorean (S), 1991 09 01 to 1992 01 31
 Wendy Reeson (E), 1991 09 01 to 1991 12 31
 Alan Scott (E), 1991 09 01 to 1993 08 31
 Wendy Sherwood (S), 1991 02 25 to 1992 08 31
 Deborah Souter (E), 1991 09 01 to 1992 08 31
 Jacqueline Sykes (S), 1991 09 01 to 1992 01 31
 Kathryn Weber (E), 1991 09 01 to 1992 08 31

(ii) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Janet Doslea (Secondary School Clerical and Secretarial Staff),
 1991 07 01 to 1991 12 20
 Debbie Owen (Lunchroom Assistant Staff), 1991 06 17 to 1991 12 20

(iii) That the request of Jack Niewland for a Leave of Absence in order to serve as President of the Ontario Public School Teachers' Federation - Hamilton District, effective 1991 09 01 to 1992 08 31, be granted.

(iv) That the effective dates of the Leaves of Absence granted to the following teachers at previous meetings be changed, effective as shown:

Jeannette Janssen-Sjostrom (S), 1991 05 20 to 1991 11 22
 Angela Leone-Camilleri (E), 1991 05 21 to 1991 08 31

(v) That the dates of the Leave of Absence granted to the following staff at a previous meeting be changed, effective as shown:

Pamela Garbett (Cleaning Staff), 1991 07 08 to 1992 01 10

Return from Leave of Absence

(a) (i) That the following teachers be returned from Leaves of Absence and assigned teaching duties, effective as shown:

Pamela Carson-White (E), 1991 09 01
 Lynn Coulson-Hallis (E), 1991 09 01 (.3)
 Ruth Anne Hamel (E), 1991 09 01
 Sybille Stahl (E), 1991 09 01
 Brenda Stewart (E), 1991 09 01

Pamela Swietek (E), 1991 09 01
Doris Viastikopoulos (E), 1991 06 24

(ii) That the following staff be returned from a Leave of Absence, effective as shown:

Tanya Crapsi (Administrative Staff), 1991 05 31

(iii) That the effective date of the return to teaching of Katherine Preston, approved at a previous meeting, be changed from 1991 09 01 to 1991 05 06.

(iv) That the timetable of Angela Garofalo's return to teaching, approved at a previous meeting, be changed from .5 to 1.0.

9. OCCASIONAL STAFF

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Jo-Ann Crawford (E), 1991 04 22 to further notice
James Curtis (S), 1991 06 04 to 1991 06 27
Eleanor Dunmore (E), 1991 06 03 to 1991 06 27 (.5)
Michael Gmell (S), 1991 05 07 to 1991 05 30
Andrea Hart (E), 1991 05 01 to 1991 06 27
Jacqueline Hoogendoorn (E), 1991 05 29 to 1991 06 28
Jennifer MacLean (S), 1991 04 22 to 1991 05 10
Dee Maharajh (E), 1991 04 30 to further notice
Laureen Morrison (S), 1991 05 15 to 1991 06 27
Bonnie Ringrose (E), 1991 06 03 to 1991 06 27 (.5)
Henryk Rzepus (E), 1991 02 25 to 1991 04 16
Cynthia Schien (E), 1991 05 13 to 1991 06 27
Maria Sobota (E), 1991 04 09 to further notice
Cherilyn Stewart (E), 1991 05 03 to further notice

(ii) That the effective dates of the appointment of Michelle Paquette to the Occasional Staff, approved at a previous meeting, be changed to 1991 01 28 to 1991 06 17.

10. OTHER

(a) (i) That the request of the following teachers to relinquish their position of responsibility, effective 1991 09 01, be granted:

Donald Kott, Assistant Head of Department (Visual Arts)
James Warren, Head of Department (Languages)

(ii) That the request of John Dunn to relinquish his position as Head of Department (Mathematics) and return to the position of Assistant Head of Department (Mathematics), effective 1991 09 01, be granted.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the appointment of Paul Kislinsky to the Probationary Staff be changed from the Elementary Panel to the Secondary Panel.

3. PROMOTIONS

(a) (ii) That the following teachers be appointed to the position of Acting Principal of an Elementary School, effective 1991 09 01, with salary according to the salary schedule:

Jovan Bjegovich
Douglas Booth
Jane Evans
Donald Morrow
Dale Pyke
Erin-Blythe Reddie

(iii) That the following teachers be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1991 09 01, with salary according to the salary schedule:

Eto Corcione
Thomas (Tim) Dexter
Barbara Jepson
James Mackrory
David Rogers

(iv) That the following teachers be appointed to the position of Acting Vice-Principal of a Secondary School, effective 1991 09 01, with salary according to the salary schedule:

William Ferris
Jon Sims

(v) That Sandra Cole be appointed to the position of Consultant (Special Education - Area 4), for a three year term, effective 1991 09 01, with salary according to the salary schedule.

(vi) That Richard Clark be appointed to the Special Assignment - Middle School position, effective 1991 09 01 to 1992 06 30.

(vii) That Jennifer Wilson be appointed to the position of Area One Primary/Junior Learning Resource Teacher, Gifted/Enrichment, effective 1991 09 01 to 1994 06 30, with salary according to the salary schedule.

7. LEAVING EMPLOYMENT

(a) Rita More (E), 1991 08 31

(b) That the dates for the following staff to leave the employ of the Board be approved:

Myrle Booker (OPEIU Educational Assistant and Lunchroom Assistant Staff),
1991 06 28

8. LEAVES

Leave of Absence

(a) (i)

Janet Hartnett (E), 1991 07 01 to 1991 12 31
Nancy Holmes (S), 1991 07 01 to 1992 01 31
Laverne Howard (E), 1991 06 26
Suzanne MacDonald (E), 1991 05 29 to 1991 08 31
Caroline McGinnis (E), 1991 06 15
Susan Moreau (E), 1991 09 01 to 1992 03 06
Sherry Romaniw (E), 1991 09 18 to 1992 03 24

(ii)

June Byrne (OPEIU Educational Assistant and Lunchroom Assistant Staff),
1991 09 03 to 1992 08 31 (half time)

Heather Bull (OPEIU Educational Assistant and Lunchroom Assistant Staff),
1992 09 03 to 1992 08 31

Bonnie Good (OPEIU Secondary School Clerical and Secretarial Staff),
1991 07 01 to 1991 08 02

Return from Leave of Absence

(a) (i) Lynda Bucciero (E), 1991 09 01

9. OCCASIONAL STAFF

(a) (i)

Anthony Black (S), 1991 04 22 to 1991 06 27
John Brown (E), 1991 05 13 to 1991 06 27 (.7)
Cynthia Campanella (E), 1991 05 27 to further notice
Lidia Coles (E), 1991 04 23 to further notice
Violet Karney (E), 1991 05 17 to 1991 06 24
Laurie Miller (E), 1991 05 24 to 1991 06 27 (.5)
Jorge Oliveira (S), 1991 05 01 to further notice (1/3)
Kenneth Williams (E), 1991 05 01 to 1991 06 27

10. OTHER

(a) (i) Arthur Shore, Assistant Head of Department (Technical)

Reciprocal Transfers

(a) (i) That effective 1991 09 01, a one-year reciprocal agreement be arranged between the Hamilton Board of Education and the Ministry of Education, enabling Donna Quigley to serve as a Supervisory Officer with the Ministry of Education and Margaret Wolchuk to serve as Principal with the Hamilton Board of Education.

(ii) That the following teachers be transferred from the Elementary Panel to the Secondary Panel (Reciprocal), effective 1991 09 01:

Elizabeth Brewster
Willard Boudreau
Dennis Jutzi

(iii) That the following teachers be transferred from the Secondary Panel to the Elementary Panel (Reciprocal), effective 1991 09 01:

Dorte Deans
John Hill
Carol Ramberan

1. That the following persons are members of the Board of Directors of the Company, to-wit:

2. That the following persons are members of the Board of Directors of the Company, to-wit:

3. That the following persons are members of the Board of Directors of the Company, to-wit:

4. That the following persons are members of the Board of Directors of the Company, to-wit:

5. That the following persons are members of the Board of Directors of the Company, to-wit:

6. That the following persons are members of the Board of Directors of the Company, to-wit:

7. That the following persons are members of the Board of Directors of the Company, to-wit:

8. That the following persons are members of the Board of Directors of the Company, to-wit:

9. That the following persons are members of the Board of Directors of the Company, to-wit:

10. That the following persons are members of the Board of Directors of the Company, to-wit:

11. That the following persons are members of the Board of Directors of the Company, to-wit:

12. That the following persons are members of the Board of Directors of the Company, to-wit:

13. That the following persons are members of the Board of Directors of the Company, to-wit:

14. That the following persons are members of the Board of Directors of the Company, to-wit:

15. That the following persons are members of the Board of Directors of the Company, to-wit:

REQUESTS FOR "FOUR OVER FIVE" PLAN

(a) That approval be granted for the requests of the following teachers for a Leaves of Absence under the Salary Holdback Plan ("Four Over Five") of the Collective Agreement, effective as shown:

Carol Oliver (E), 1995-96 School Year
Mel Oliver (E), 1995-96 School year

(b) That the Board rescind the Leaves of Absence granted at previous meetings to the following teachers, effective as shown, and approve their requests to withdraw from the Salary Holdback Plan ("Four Over Five"):

Jean Donaldson (S), 1991 05 01
Lesley Fraser (S), 1991 05 01

REQUIREMENTS FOR STUDENT OVERSEAS TRIP

(1) That approval be granted for the student to the following conditions for a period of 12 months, under the Student Exchange Program (1950-1951) of the National Student Exchange Program, effective 1/1/50.

That the student be a citizen of the United States and be a member of the National Student Exchange Program.

(2) That the student be a member of the National Student Exchange Program and be a citizen of the United States and be a member of the National Student Exchange Program.

That the student be a citizen of the United States and be a member of the National Student Exchange Program.

REQUESTS FOR "FOUR OVER FIVE" PLAN

(b) Jacqueline Norris (S), 1991 05 16

(c) That approval be granted for the request of the following teacher to defer the Leave of Absence under the Salary Holdback Plan ("Four Over Five") granted at a previous meeting, effective as shown:

Cheryle Brown (E), 1992 09 01 to 1993 08 31 (1991-1993 School Year)

AGREEMENT FOR JOINT USE OF CLASS

(b) The undersigned hereby (s/s) 1991 05 18

(c) That the undersigned hereby (s/s) 1991 05 18
the undersigned hereby (s/s) 1991 05 18
a copy of the undersigned hereby (s/s) 1991 05 18

(d) That the undersigned hereby (s/s) 1991 05 18

OCT 7 1991

GOVERNMENT DOCUMENTS

A G E N D APERSONNEL & ORGANIZATION COMMITTEE1991 10 10

Confirmation of the minutes of the regular meeting of 1991 09 12 and special meetings of 1991 08 29 and 1991 09 19.

DID NOT
RECEIVE
FOR UM
COLL.

GENERALBUSINESS ARISING OUT OF THE MINUTES:

- | | | |
|----|---|----------------|
| 1. | Affirmative Action/Employment Equity Co-ordinator
(Tabled at the June, 1991 Personnel and
Organization Committee) | Pages 1 to 5 |
| 2. | Report of the Affirmative Action/Employment
Equity Committee | Pages 6 to 11 |
| 3. | Report re the Lines and Areas of Responsibility
(Flowchart) - Central Office Superintendents | Pages 12 to 18 |

NEW BUSINESS:

- | | | |
|----|--|----------------|
| 1. | Recommendations of the Director of Education | Pages 24 to 25 |
| 2. | Computers, Library, Media Re-organization | Pages 26 to 27 |
| 3. | Update - Academic Staffing Co-ordinator | Pages 28 to 31 |
| 4. | (a) Staffing Report | Page 32 |
| | (b) Report on Supply Teachers | Page 33 |

ELEMENTARY/SECONDARYBUSINESS ARISING OUT OF THE MINUTES:

- | | | |
|----|---|----------------|
| 1. | Report re the Lines and Areas of Responsibility
(Flowchart) - Superintendents of Schools | Pages 19 to 23 |
|----|---|----------------|

NEW BUSINESS:

- | | | |
|----|--|----------------|
| 1. | Recommendations of the Director of Education | Pages 34 to 36 |
|----|--|----------------|

Education Centre,
100 Main Street West,
HAMILTON, Ontario.

1991 10 10.

To the Chair and Members,
Personnel and Organization Committee.

Ladies and Gentlemen:

Re: COORDINATION OF AFFIRMATIVE ACTION/EMPLOYMENT EQUITY PROGRAM

At the June meeting of the Personnel and Organization Committee, a motion was passed to table until October, the following recommendation of the Report of the Affirmative Action/Employment Equity Committee:

That the Affirmative Action/Employment Equity Committee:

- (i) reaffirms the importance of the Affirmative Action/Employment Equity program,
- (ii) recognizes that the work of this program is not complete bearing in mind current needs and pending Provincial legislation,
- (iii) urges a replacement for the position of Affirmative Action/Employment Equity Coordinator.

In order to assist in the discussion for the October meeting, the following information is presented.

Under Ministry of Education Policy/Program Memoranda (February 2 and July 12, 1990), all school boards are required to develop and put in place employment equity policies and programs that include strategies to increase the representation of women. The Memoranda states further that budget and human resources must be assigned to ensure that the program is implemented and maintained.

Since 1986, the Board has appointed an Affirmative Action/Employment Equity Coordinator on an annual basis. The responsibility of the Coordinator has been to develop and coordinate the Board's employment equity policy and program.

RESPONSIBILITIES OF THE AFFIRMATIVE ACTION/EMPLOYMENT EQUITY COORDINATOR

1) EMPLOYMENT EQUITY PROGRAM

- . Design and direct the implementation of the Affirmative Action/Employment Equity Program in accordance with the Board's Affirmative Action/Employment Equity Policy.
- . Generate and analyze statistical data relating to the Affirmative Action/Employment Equity Program, including the Applicant Tracking process.
- . Prepare reports for the Board's Affirmative Action Committee and the Ministry of Education on the progress of the Affirmative Action/Employment Equity Program.
- . Disseminate information regarding equity issues and the Board's Policy to all employees.
- . Develop, monitor and report on targets and timetables to achieve more equitable balance in all occupational groups.
- . Works to integrate Employment Equity goals into operating policies, procedures, and practices.

2. POLICY AGAINST HARASSMENT

- . Responsible for procedures and training pertaining to the Policy Against Harassment.
- . Coordinate Facilitators and Factfinders.
- . Train Facilitators/Communicators.
- . Liaise with lawyers, agencies, police, senior officials.
- . Handle harassment complaints.
- . Maintain Harassment File.
- . Advise on current trends, legal cases on harassment.

3. IN-SERVICE TRAINING AND STAFF DEVELOPMENT

- . Works closely with Human Resources staff and Superintendents to ensure hiring, training, transfer, promotion, performance appraisals and other working conditions are consistent with equity principles, and reviews policies and practices as required.
- . Responsible for in-service and training on selection procedures and other H.R. programs in relation to Employment Equity and Race Relations goals.

4. HUMAN RIGHTS COMPLAINTS

- . Co-ordinates procedures relating to the investigation and resolution of human rights complaints within the workplace.

5. RACE RELATIONS/ETHNOCULTURAL EQUITY

- . Works to integrate Employment Equity and Race Relations goals into operating policies, procedures, and practices.
- . Undertakes outreach recruitment according to Race Relations/Ethnocultural Equity Policy.
- . Works with Black History Month committee to organize activities and awareness in this area.

6. PROGRAM ADMINISTRATION

- . Provide advice and information on legislative requirements in the H.R. field.
- . Support and assist employees in pursuit of career goals.
- . Oversees Employee Assistance Program.

OPTIONS FOR MAINTAINING PROGRAM

I REPLACE POSITION

Implications: Coordinator fulfills all responsibilities of the Program: complies with Ministry of Education requirements, administers Policy Against Harassment, develops and implements special measures, acts as resource to officials, responsible for H.R.D. Race Relations policy implementation, brings employment equity perspective to a number of activities.

Costs: \$50,000.00 in salary costs.

II REPLACE POSITION ON HALF-TIME BASIS

Implications: Coordinator responsible for half the current duties of the job: Policy Against Harassment, implementing H.R.D. Race Relations policy; responsible for developing mechanism to organize and report data, resource to officials.

Reallocation of duties:

- . Share applicant tracking and record keeping duties with other departments
- . Targets -- Affirmative Action/Employment Equity Committee
- . Developing and implementing special measures -- Superintendents
- . Complaint resolution process -- Collective Bargaining Department (requires training)
- . Continued revision of selection procedures -- Staffing Department of H.R.D. (as time permits)
- . E.A.P. -- Employment Counsellor
- . Pay Equity committee work and other committee work -- set aside ombuds activity/individual counselling

Costs: \$25,000.00 in salary.

Loss of efficiency -- dispensing central functions to other personnel who are not as well trained.

Capacity for preventative, proactive activity is lessened.

III NO REPLACEMENT

Implications: All functions must be reallocated or lost.

Lost:

- . Coordinator for Ministry requirements
- . resource to Board on equity issues
- . administration of Policy Against Harassment
- . Coordinator for H.R.D. Race Relations policy
- . individual counselling and ombuds activity

Reallocation of responsibilities:

- . Applicant Tracking and record keeping -- to another department
- . Targets -- Affirmative Action/Employment Equity Committee
- . Harassment complaints -- Principals/Managers/Superintendents
- . Developing and implementing special measures -- Superintendents
- . Complaint resolution process -- Collective Bargaining Department
- . Continued revision of selection procedures -- Staffing Department of H.R.D.
- . E.A.P. -- Employment Counsellor

Implications for Superintendents:

- . will need training re Policy Against Harassment, Human Rights Code and other legislation
- . will need to ensure similar training of principals and managers
- . will need more detailed record keeping for Ministry reporting

Implications for Human Resources Department:

- . burn-out of staff with overloading
- . will need to train staff to take over functions
- . will need reduction in other duties to absorb these responsibilities

- Costs:
- . Training costs for principals/managers and Superintendents in Human Rights and harassment issues.
 - . Legal fees if increased complaints.
 - . Additional overtime and re-assessment of the value of position receiving additional responsibilities.
 - . Inefficient use of resources -- decentralizing and dispersing functions.

IV SUMMARY

- a) The employment equity program provides protection against legal litigation. The workplace has changed greatly and the employer today faces a myriad of legal responsibilities, and potential difficulties if not vigilant, particularly in a large, diversified and complex workplace like the Hamilton Board. The Coordinator is there to protect the interests of the Board -- "to keep it out of hot water" -- through investigating and resolving human rights complaints and allegations of harassment, and requests for reasonable accommodation (within the organization rather than through outside agencies) and through in-service training on hiring and selection procedures. Your best protection is to ensure your human resource policies, practices and decision-making are fair and free of bias.
- b) When your hiring/selection procedures are based on fairness and equity -- when you select the best qualified candidates based on job related criteria -- you are enhancing productivity and effectiveness.
- c) When you have fair policies and practices you increase employee morale, loyalty, commitment and effort, and reduce absenteeism and conflict in the workplace.
- d) The employment equity program is embodied in policy approved by the Board which stipulates that
 - . policies, procedures and practices will be reviewed to ensure fairness
 - . goals, strategies and special measures will be established to enhance equal opportunity
 - . necessary human and financial resources will be provided to implement and achieve the goals of the policy
- e) Ministry has directed school boards to have employment equity programs for women (50% targets), and to report annually on progress. Our programs will be audited by the Ministry every 3 years and reported on in the legislature.
- f) Ontario Government has announced its intention to bring in legislation requiring mandatory employment equity programs. Our present program will help us meet any new legal requirements.
- g) Other leading employers in the community (City/Region, McMaster University, Mohawk College) have made similar commitments and hired Coordinators on a long-term basis.
- h) Not filling the position would have far-reaching consequences:
 - . it would place an unfair burden on other Human Resources practitioners
 - . assistance/services to employees would be reduced
 - . in some cases -- programs could be lost -- Policy Against Harassment -- volunteer time of Facilitators and Fact Finders.

Affirmative Action is a special project whose time is not yet complete. Eventually it will be incorporated into normal operating practices, but the program is still being developed. It is not possible for Human Resources Staff to maintain current routines AND develop policy. There are insufficient staff to do that. Although the impact of no replacement may not be immediately obvious, letting things slide runs a risk of responding inadequately to serious complaints, which can result in intervention by outside agencies, bad publicity, and significant legal fees.

RECOMMENDATION:

It is recommended that a replacement be assigned to the position of Affirmative Action/Employment Equity Coordinator on a full time basis.

Prepared by: Human Resources.

Submitted by: Bruce Sinclair,
Superintendent of Human Resources.

Approved by: Keith Rielly,
Director of Education and Secretary.

REPORT OF THE
AFFIRMATIVE ACTION/EMPLOYMENT EQUITY COMMITTEE

Present: A. Stewart (Chairman); Trustees Bishop, Deans, Penner and Cunningham.

Also

Present: B. Grant Henderson (C.U.P.E. 1344), S. Ophoven (O.P.S.T.F.), L. Tindall (F.W.T.A.O.), M. Bowman (H.S.S.P.C.), L. Sproule-Jones

Official

Present: B. Sinclair, Superintendent of Human Resources

The Committee recommends:

1. That the following recommendations relative to the Policy Against Harassment be approved:

(a) That the Report on the Policy Against Harassment be received for information. (attached)

(b) That Option 1 of the Report on the Policy Against Harassment be adopted as most cost effective and best serving the interests of the Board and its employees.

OPTION 1:

Maintain current procedures utilizing Facilitators with coordinating responsibility in the position of Affirmative Action/Employment Equity Coordinator.

- approximately 20% of coordinator's time allotted to issues around harassment.
- provide release time for Facilitators handling cases.
- a proposed Policy Against Assault in the School Environment describes investigation by Factfinders. Current Facilitators could be trained to provide this service.
- time required: for Communicators 35 hours; Facilitators 640 hours; Training (every two years) 7 days.
- could be handled within present budget resources (\$10,000)

2. That the Report of the Ministry of Education Survey be received for information and that a copy of the completed Ministry of Education survey be presented to this committee.

Respectfully submitted,

A. STEWART,
Chairman

Committee Room,
1991 09 17

Education Centre
100 Main Street West
Hamilton, Ontario
1991 09 17

TO: The Chair and Members
Affirmative Action/Employment Equity Committee
Hamilton Board of Education

RE: POLICY AGAINST HARASSMENT

I. POLICY

The Ontario Human Rights Code states that a person who has the authority to prevent or discourage harassment may be considered responsible for failing to exercise his or her authority to do so. Recent Supreme Court of Canada decisions have established a trend toward greater employer liability.

The Human Rights Commission urges organizations to implement a policy against harassment. There are generally three models for complaint resolution:

- 1) Victims of harassment contact supervisors who are expected to deal with complaints. This model is currently not popular because complainants rarely contact supervisors for a variety of reasons. As well, supervisors may not understand their legal obligations nor feel they have the time to be involved.

- 2) Hire a Harassment Officer whose sole job is complaint resolution and education. In this way, the organization can be sure of a trained, competent person who can devote necessary time and energy in resolving complaints, protecting the organization and enhancing a more positive work environment.

- 3) The Board's process: training peer facilitators to deal with complaints. Coordinated under a centralized position (with other assigned duties), Facilitators act as volunteers to handle cases.

II. ROLE OF THE FACILITATOR

There are three primary functions of a Facilitator:

- 1) To listen, offer advice and encouragement to the complainant, who handles the situation by him/herself.

- 2) To assist in the resolution of a complaint. The Facilitator meets with both parties, explains the meaning, intent and expectation of the Board's policy, and attempts to work out a satisfactory resolution. In addition to complainants, supervisors have often requested the assistance of Facilitators to help resolve cases that have come to their attention.

3) To act as a Factfinder to investigate and make a report to the Associate Director who then can make a decision as to the appropriate disposition of the case.

III. IMPLEMENTATION ACTIVITY

During the past year, Facilitators have handled numerous requests for advice and information and have dealt with 17 harassment complaints where the Facilitator participated in the resolution with the alleged harasser. Seven have resulted in Reports to the Associate Director for his action. Two of these have been repeat complaints involving the same harasser. In an additional three, Factfinders have been appointed.

Normal facilitation averages 10 hours of Facilitators' time to conclude. More difficult cases require longer. Factfinding cases (handled by two Factfinders) have required more than 60 hours per case. It is estimated that approximately 640 hours were spent by Facilitators/Factfinders in 1990-91 on case resolution. This equates to over 90 staff days per year upholding Board policy.

In 1988-89, a major inservice program was undertaken and inservice on the Policy provided to almost all school staffs, and about half of the caretaking staff. During 1990-91, Communicators have provided approximately 20 inservice sessions. They regularly attend new employee orientation workshops for lunchroom and custodial staff. They have provided workshops for caretaking, maintenance and cafeteria staff, and have been invited into classrooms.

VI. FUTURE REQUIREMENTS

A. As noted in the Affirmative Action Annual Report, two problems which require attention have been revealed through the course of complaint resolution this past year:

1) the amount of time required of Facilitators in resolving complaints. Bearing in mind that it is the Board's legal obligation to deal properly with complaints and given that Facilitators all have "day jobs" there is a need to find ways to release Facilitators to deal as quickly as possible with complaints. This would shorten the duration of the resolution process which must, under the current practice, wait and be fitted into the Facilitator's free time: after school, lunch times, evenings. Concerns have also been expressed about the length of the Factfinders' investigation from start to finish. Over time, feelings harden and the case becomes more difficult to resolve. If Factfinders are able to interview the parties in a more concentrated period of time they can get their reports into the hands of the Associate Director more quickly.

2) lack of supervisor awareness and understanding of their responsibility as "agents" of the Board. Several cases this year were exacerbated due the lack of awareness on the part of the Principal/manager/supervisor who delayed action or conveyed wrong information about resolution. Court cases and tribunals clearly hold

supervisors responsible for ensuring policies are upheld. Continuing inservice has been conducted for Supervisory Foremen in the Plant Department and it is hoped that similar inservice can be provided for Principals and other managers.

B. Faced with the delay in replacing the Affirmative Action Coordinator position, Facilitators have expressed concerns about the viability of their role continuing. They raise concerns about:

a) the coordination of the Policy. They see the role of the Coordinator as maintaining an overall perspective on human rights issues and trends, liaising with outside agencies (e.g. police, CAS, lawyers), maintaining the Harassment File.

b) their liability and Board support. Facilitators are not willing to stay on the "front lines" without visible Board support. They see the Coordinator as providing advice, information and support while linking them with senior officials.

c) continuity. Teachers who are Facilitators are only available 10 months of the year. Facilitators serve a two year term.

VI. COSTS AND CONSEQUENCES

Legally, the Human Rights Code requires employers to deal with harassment. Morally and ethically, the Board's principles of educational excellence and equality of opportunity are supported by implementing a Policy Against Harassment. Economically, it is in the Board's interest to deal with harassment--workers suffering the effects of harassing situations are not productive.

In the course of a year, it is estimated that the Affirmative Action Coordinator spends almost 20% of her time on issues of harassment. This time includes:

- assisting Facilitators--analyzing cases, preparing reports;
- handling difficult factfinding cases;
- liaising with the Associate Director, outside agencies, and seeking legal advice where needed;
- tracking trends in complaint resolution;
- maintaining files;
- training facilitators and communicators;
- providing educational inservice on the policy--developing and distributing written material;
- advising supervisors and managers on harassment issues;
- acting as a visible contact person, assigning cases.

Salary costs would be close to \$ 10,000 per year (when the pay equity range is finally reached).

The Facilitators and the harassment process protect the Board by providing a mechanism for resolving conflict within the workplace.

Failure to deal with these complaints could result in;

-time and costs of a Human Rights complaint. These cases frequently drag on for several years and cost many thousands of

dollars in legal fees, not to mention settlement costs which have been rising in recent years.

-police investigation. Some complainants have chosen to pursue complaints through the Board process rather than involve the police.

-WCB claims. A recently publicized case awarded compensation to an employee who was harassed in the workplace. Each WCB claim is costly to the Board.

-grievances. More cases are likely to be grieved if the Board does not live up to the expectation that it will properly handle harassment complaints.

V. OPTIONS

The following are options for meeting the above obligations:

1. Maintain current procedures utilizing Facilitators with coordinating responsibility in the position of Affirmative Action/Employment Equity Coordinator.

-approximately 20% of coordinator's time allotted to issues around harassment.

-provide release time for Facilitators handling cases.

-a proposed Policy Against Assault in the School Environment describes investigation by Factfinders. Current Facilitators could be trained to provide this service.

-time required: for Communicators 35 hours; Facilitators 640 hours; Training (every two years) 7 days.

-could be handled within present budget resources (\$ 10,000).

2. Create a position of Harassment Officer 1/2 time.

-duties: resolving complaints, factfinding, inservice.

-could be trained to handle investigations under Policy Against Assault in the School Environment.

-could reduce Facilitators' time involvement (thereby eliminating requirement for release time).

-loses value of variety of peer Facilitators.

-could be handled within present Budget resources (\$ 25,000).

-would require re-writing of Policy and procedures

-would require communication of new procedures to system (approximate printing costs: \$ 1,000).

3. Decentralized model--have complaints reported to principals/supervisors.

-would require extensive training of managers/Principals.

(Normal training of facilitators takes 7 days. A shortened version of three days x 150 supervisors would result in time away from normal duties of 450 staff days.)

-problem: employees tend not to report complaints to their supervisors; thus, letting problems fester, or complaints are reported directly to Human Rights Commission.

-imposes yet another duty on reluctant managers/principals.

-requires rewrite of Policy and communication of procedures.

-saves salary costs of part-time coordinator or Harassment Officer.

-costs: 450 staff days in training, supervisors' time resolving complaints; printing costs of \$ 1,000.

4. Contracting out--services could be provided on a fee per service basis with a cost per hour similar to the current EAP program. Estimated on 1990-91 caseload, the cost of complaint resolution might be \$ 23,000. This does not include educational inservice.

-Policy would have to be rewritten and communicated (\$ 1,000 printing costs).

-difficulty in involving an outside person.

RECOMMENDATION;

THAT OPTION 1 BE ADOPTED AS MOST COST EFFECTIVE AND BEST SERVING THE INTERESTS OF THE BOARD AND ITS EMPLOYEES.

Prepared by:

Linda Sproule-Jones

ex-Affirmative Action/Employment Equity Coordinator

Submitted by:

Bruce Sinclair

Superintendent of Human Resources

Approved by:

Keith Rielly

Director of Education and Secretary

Education Centre,
100 Main Street West,
HAMILTON, Ontario.

1991 10 10.

To the Chair and Members,
Personnel and Organization Committee.

Ladies and Gentlemen:

RE: REPORT ON LINES AND AREAS OF RESPONSIBILITY.

As requested at the June, P & O meeting. attached are organization charts for the Director's Office, Central Office Superintendents and the Superintendents of Schools.

Recommendation:

That this material be received for information purposes.

Prepared by: Human Resources.

Submitted by: Bruce Sinclair,
Superintendent of Human Resources.

Approved by: Keith Rielly,
Director of Education and Secretary.

1971-1972
1971-1972
1971-1972

1971-1972

To the Board of Directors
of the Corporation

Dear Sirs:

I am pleased to have the opportunity

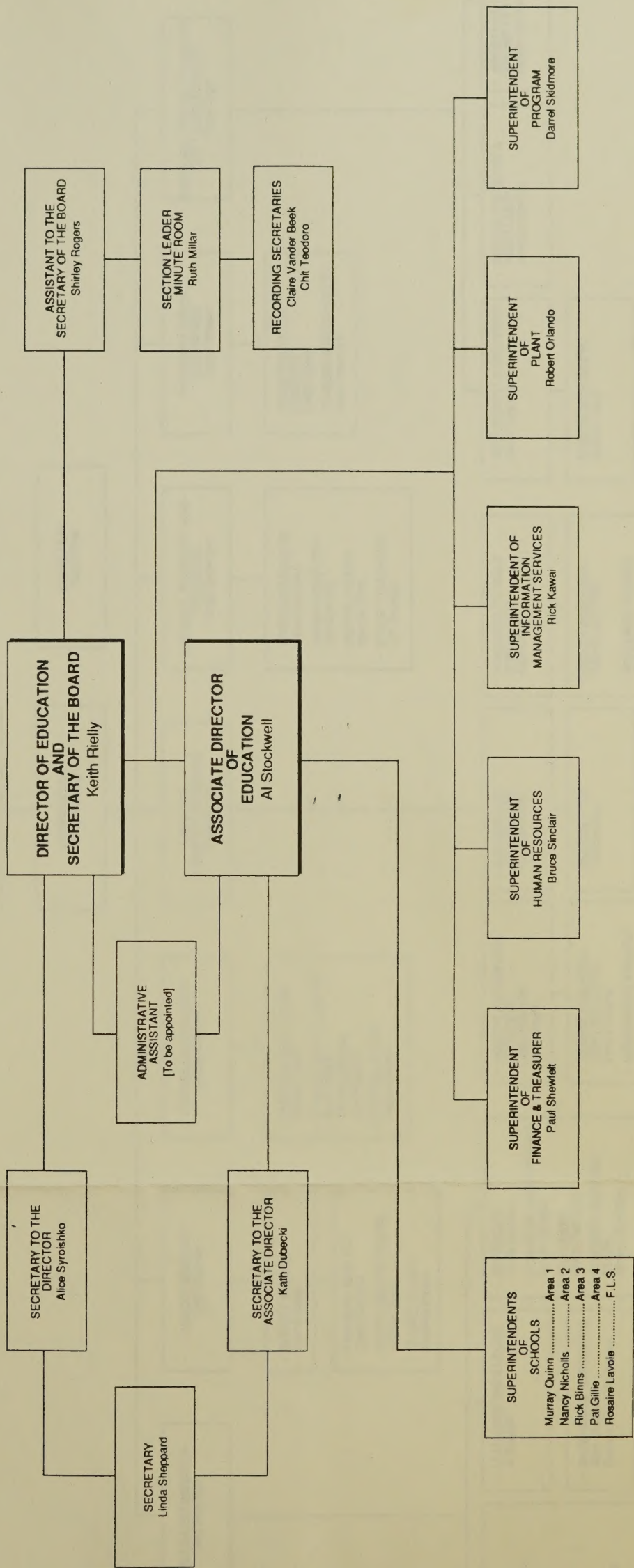
to report to you on the progress of the Corporation's operations during the year ended December 31, 1971. The Corporation's operations during the year were satisfactory and the Corporation is in a strong financial position.

The Corporation's operations during the year were satisfactory and the Corporation is in a strong financial position.

Very truly yours,
[Signature]
President of the Corporation

SEPTEMBER/1991

**HAMILTON BOARD OF EDUCATION
OFFICE OF THE
DIRECTOR OF EDUCATION
AND SECRETARY OF THE BOARD**

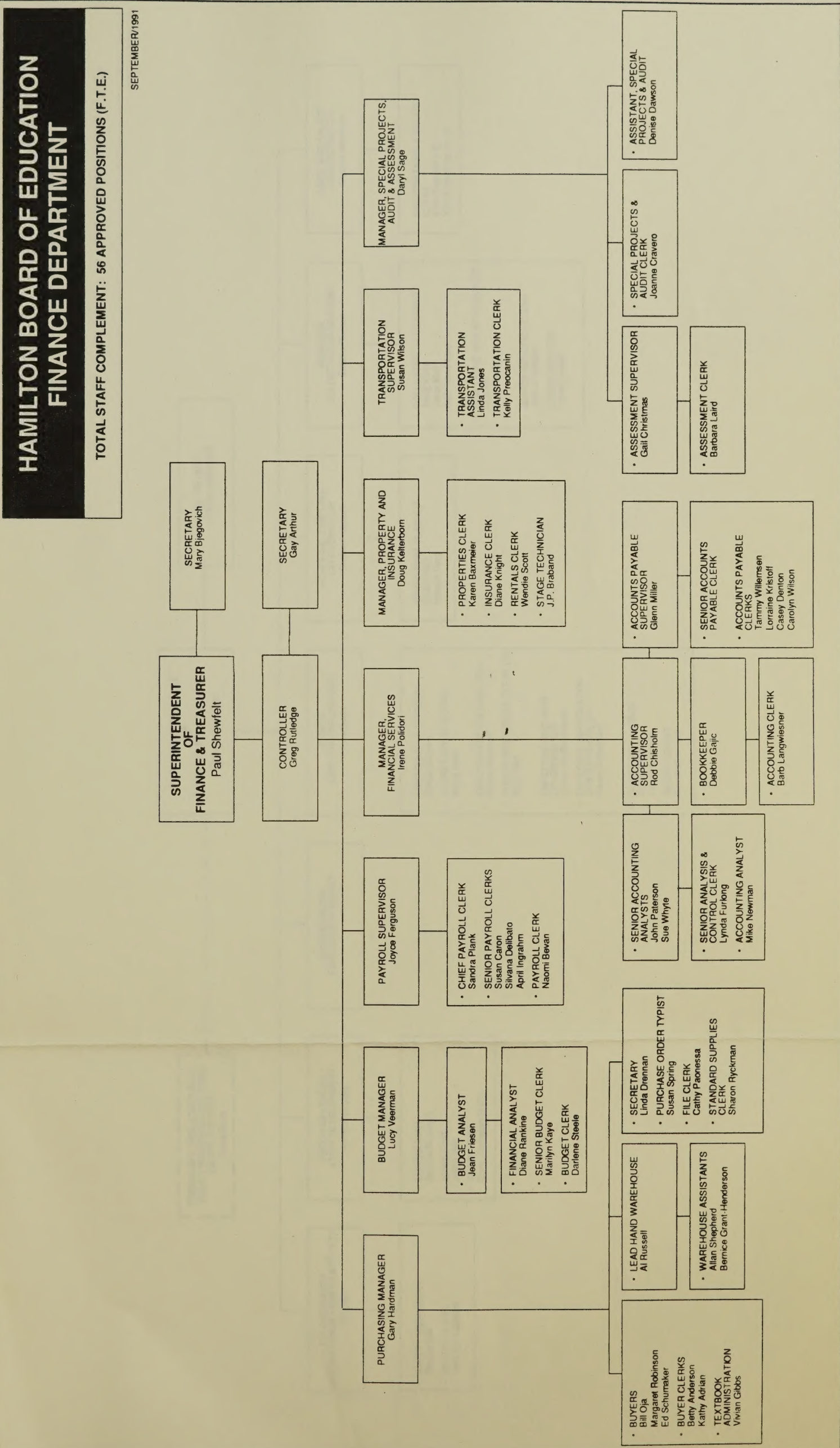


**HAMILTON BOARD OF EDUCATION
FINANCE DEPARTMENT**

TOTAL STAFF COMPLEMENT: 56 APPROVED POSITIONS (F.T.E.)

TOTAL STAFF COMPLEMENT: 56 APPROVED POSITIONS (F.T.E.)

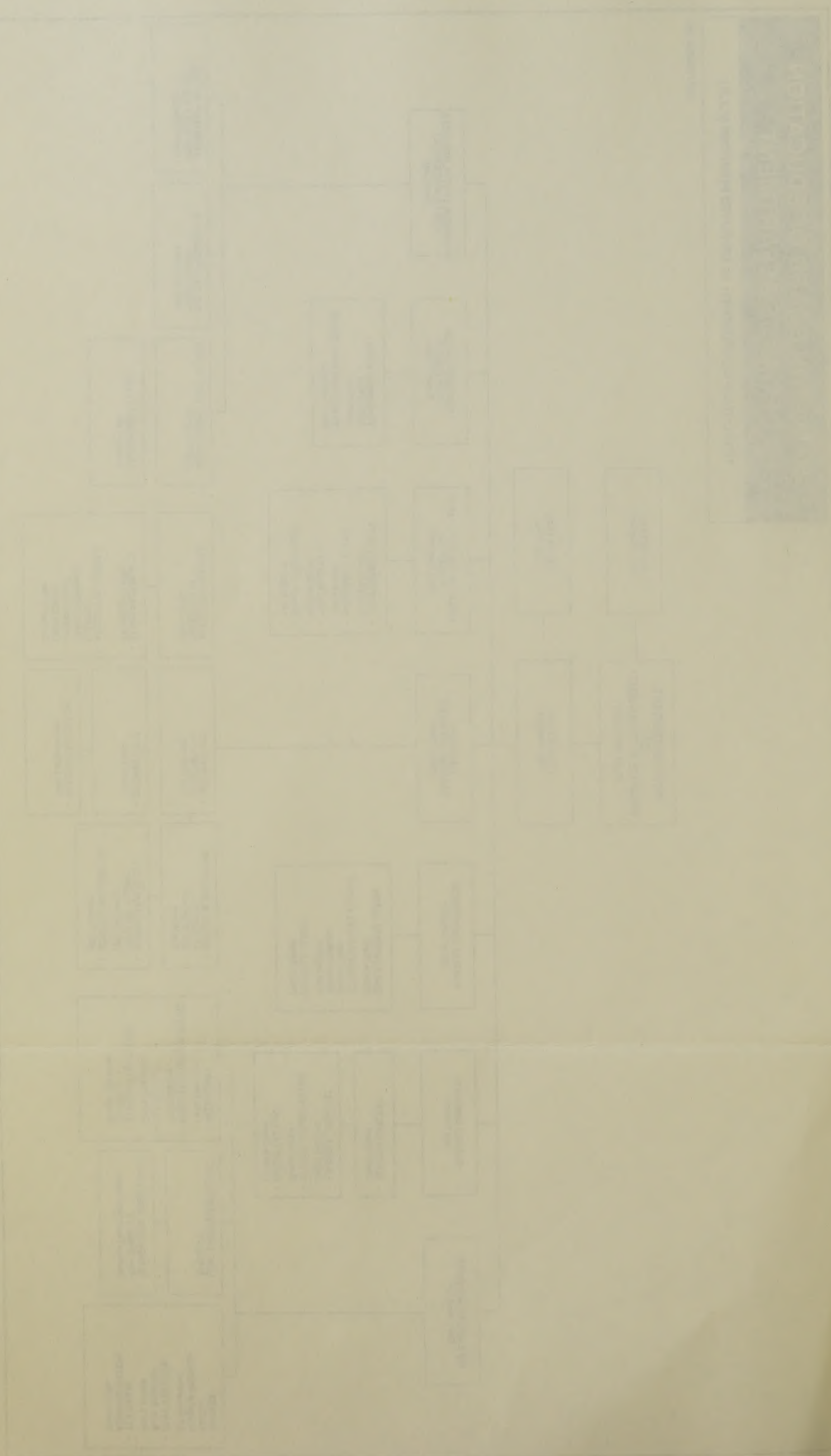
SEPTEMBER 1991



MEMORANDUM

TO : [illegible]

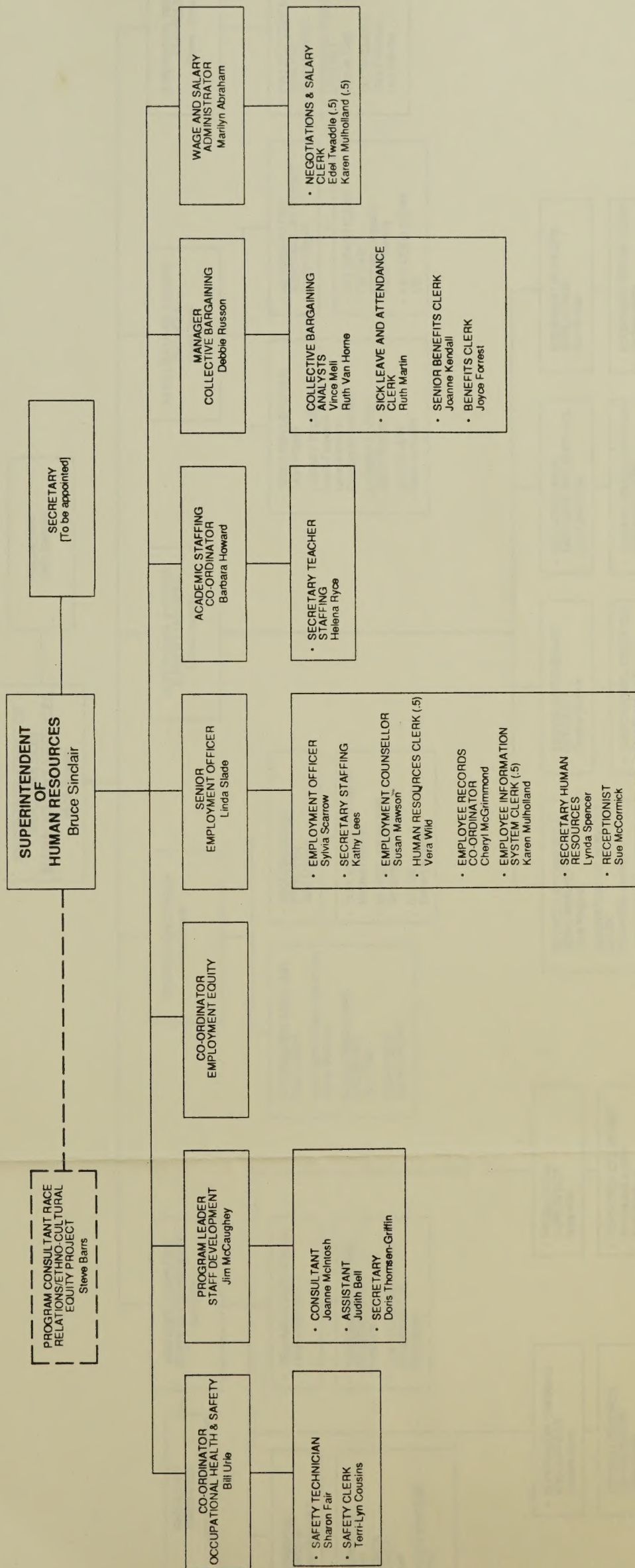
FROM : [illegible]

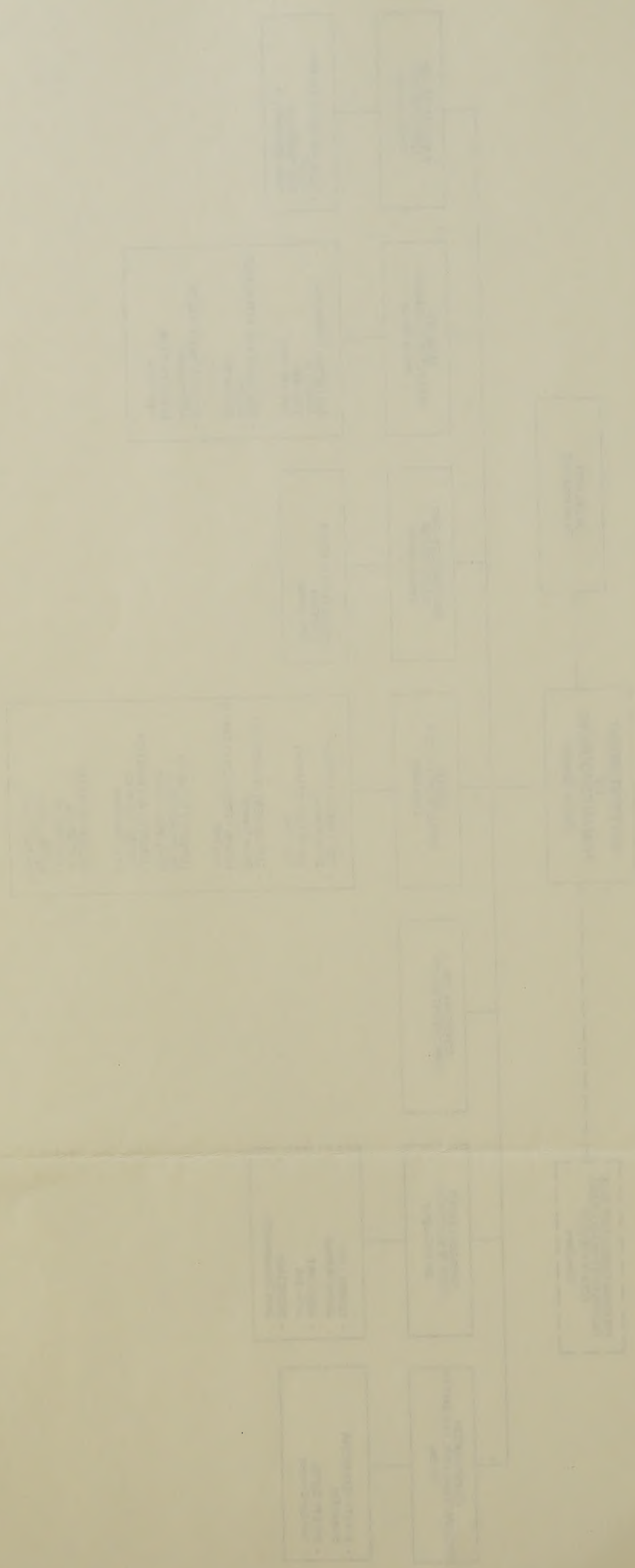


HAMILTON BOARD OF EDUCATION HUMAN RESOURCES DEPARTMENT

TOTAL STAFF COMPLEMENT: 28 APPROVED POSITIONS (F.T.E.)

SEPTEMBER/1991



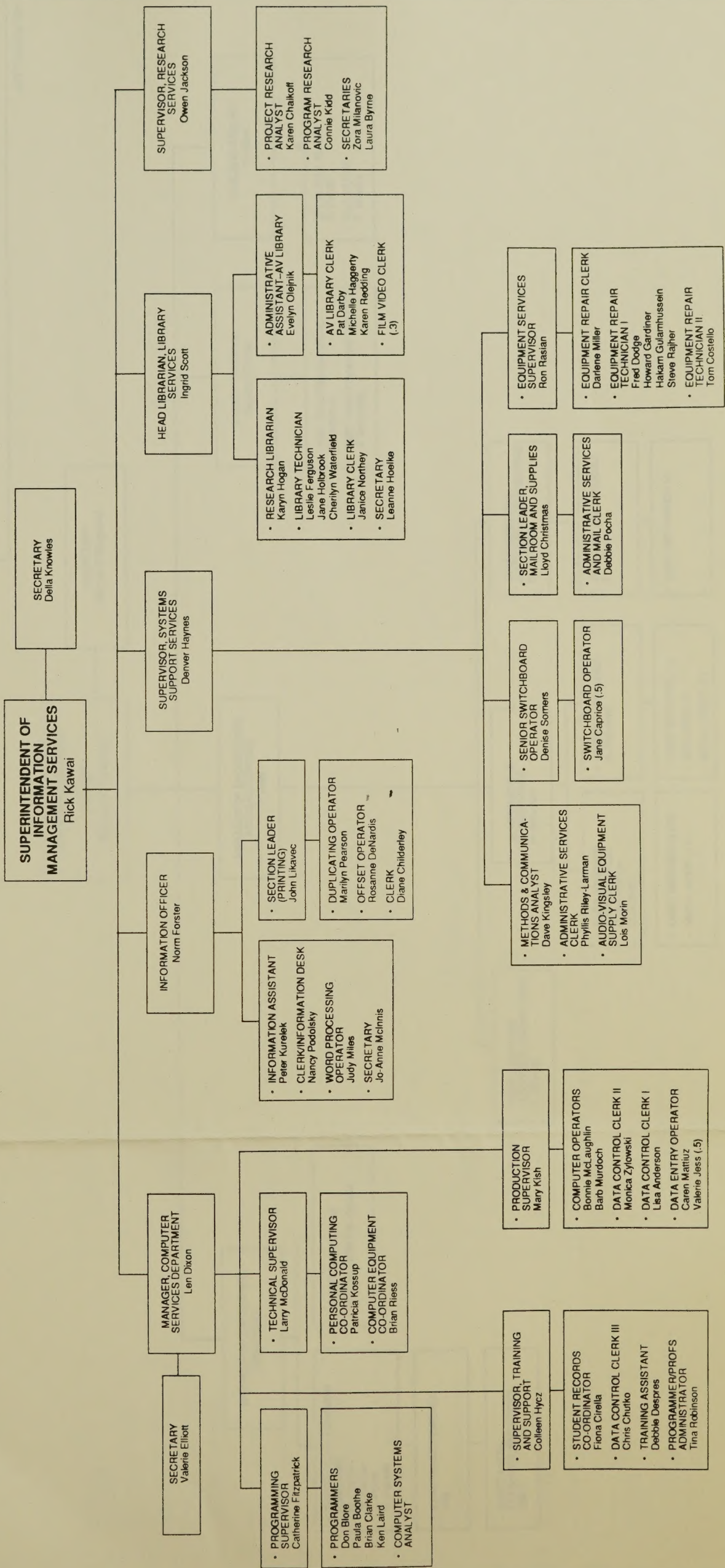


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HAMILTON BOARD OF EDUCATION INFORMATION MANAGEMENT SERVICES

TOTAL STAFF COMPLEMENT: 64.3 APPROVED POSITIONS (F.T.E.)

SEPTEMBER/1991

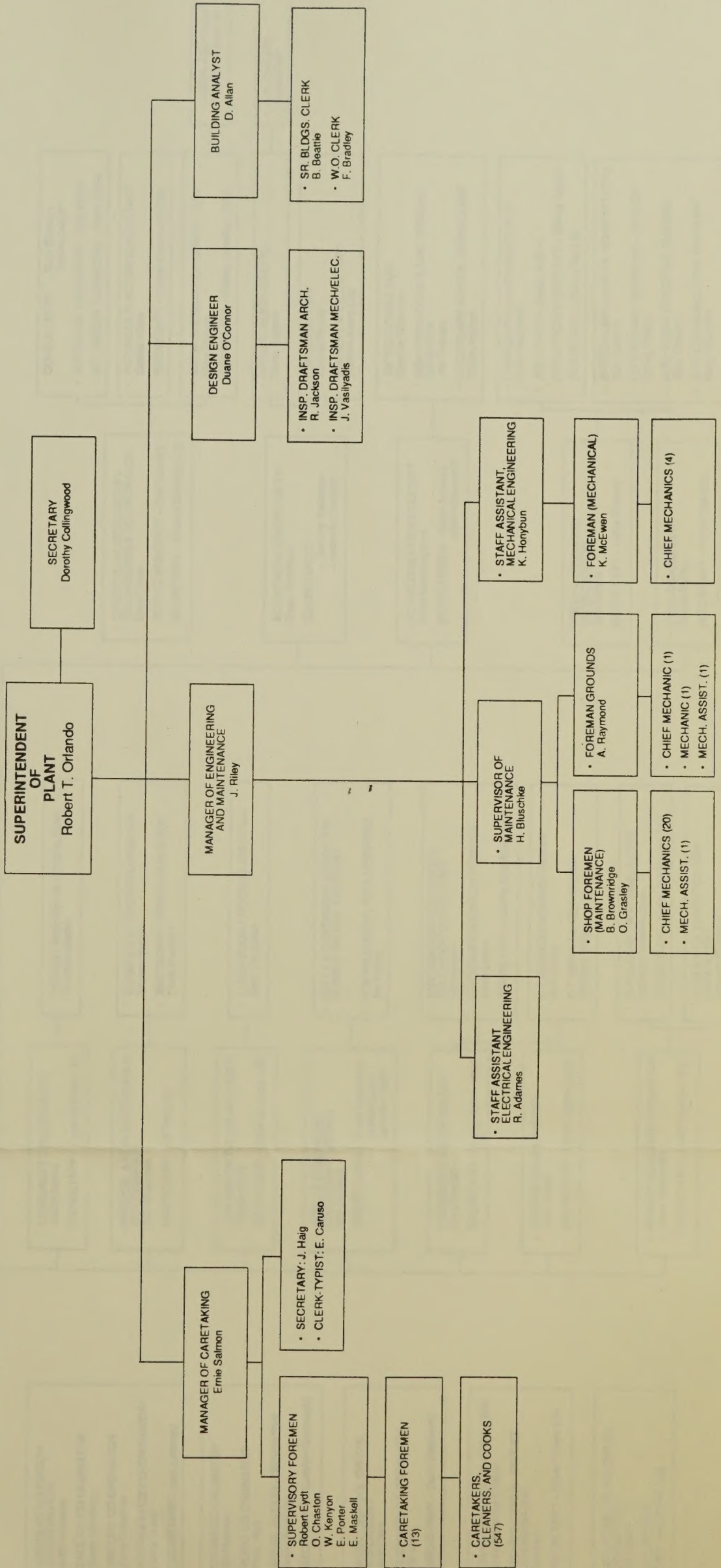


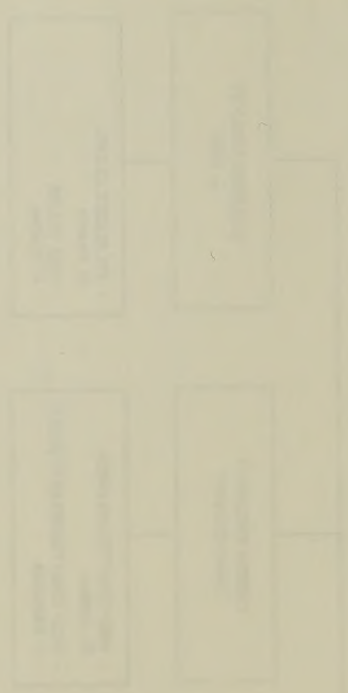
HAMILTON BOARD OF EDUCATION PLANT DEPARTMENT

TOTAL STAFF COMPLEMENT: 612 APPROVED POSITIONS (F.T.E.)

NOTE: In addition to above complement, the
Asbestos Response Team is comprised of:
FIELD SUPERVISOR (1) FOREMEN (3)
MAINTENANCE STAFF (4) SECRETARY (1)

SEPTEMBER/1991





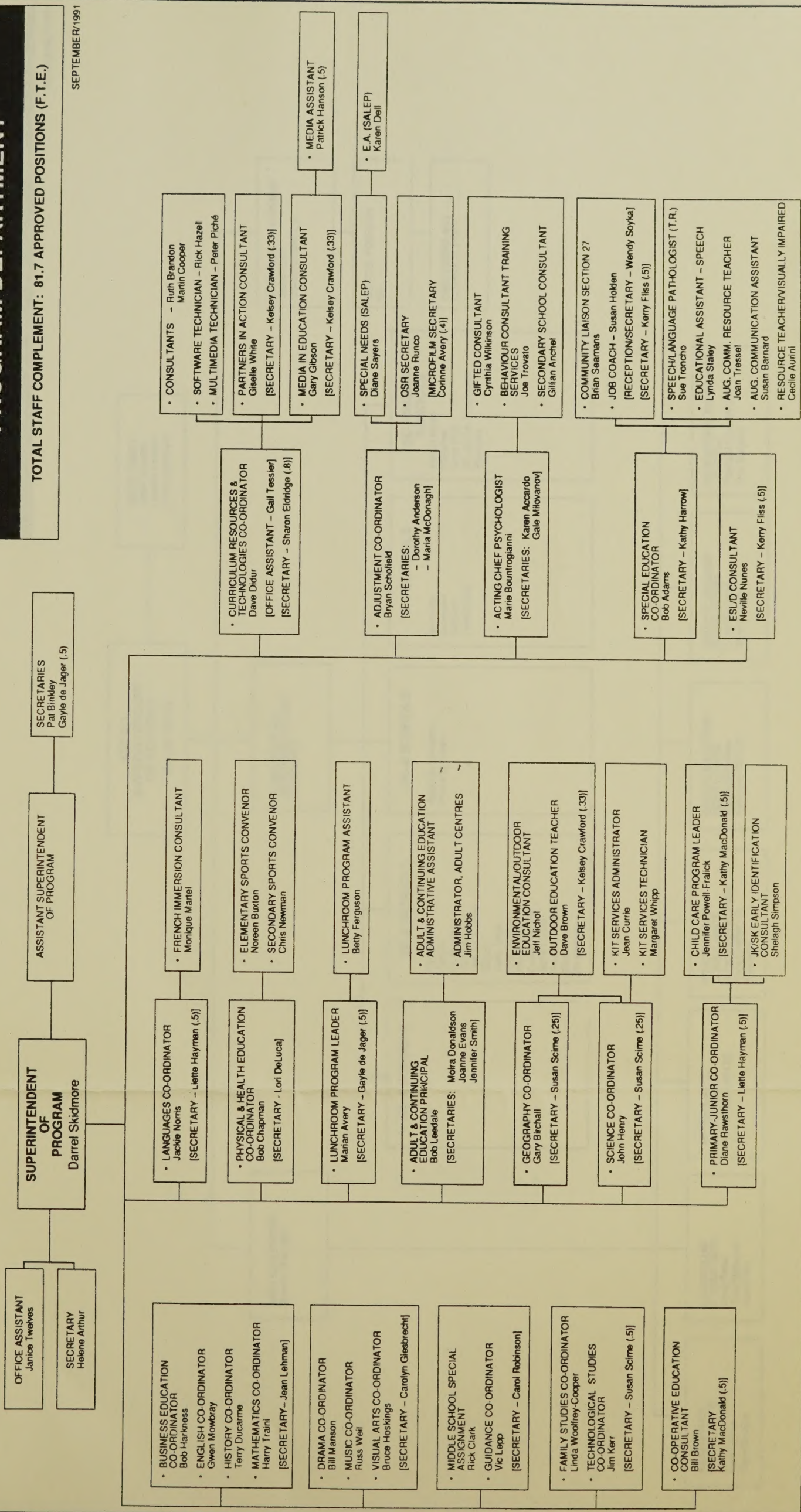
CONFIDENTIAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

DATE 10/10/01 BY 60322 UCBAW/STP

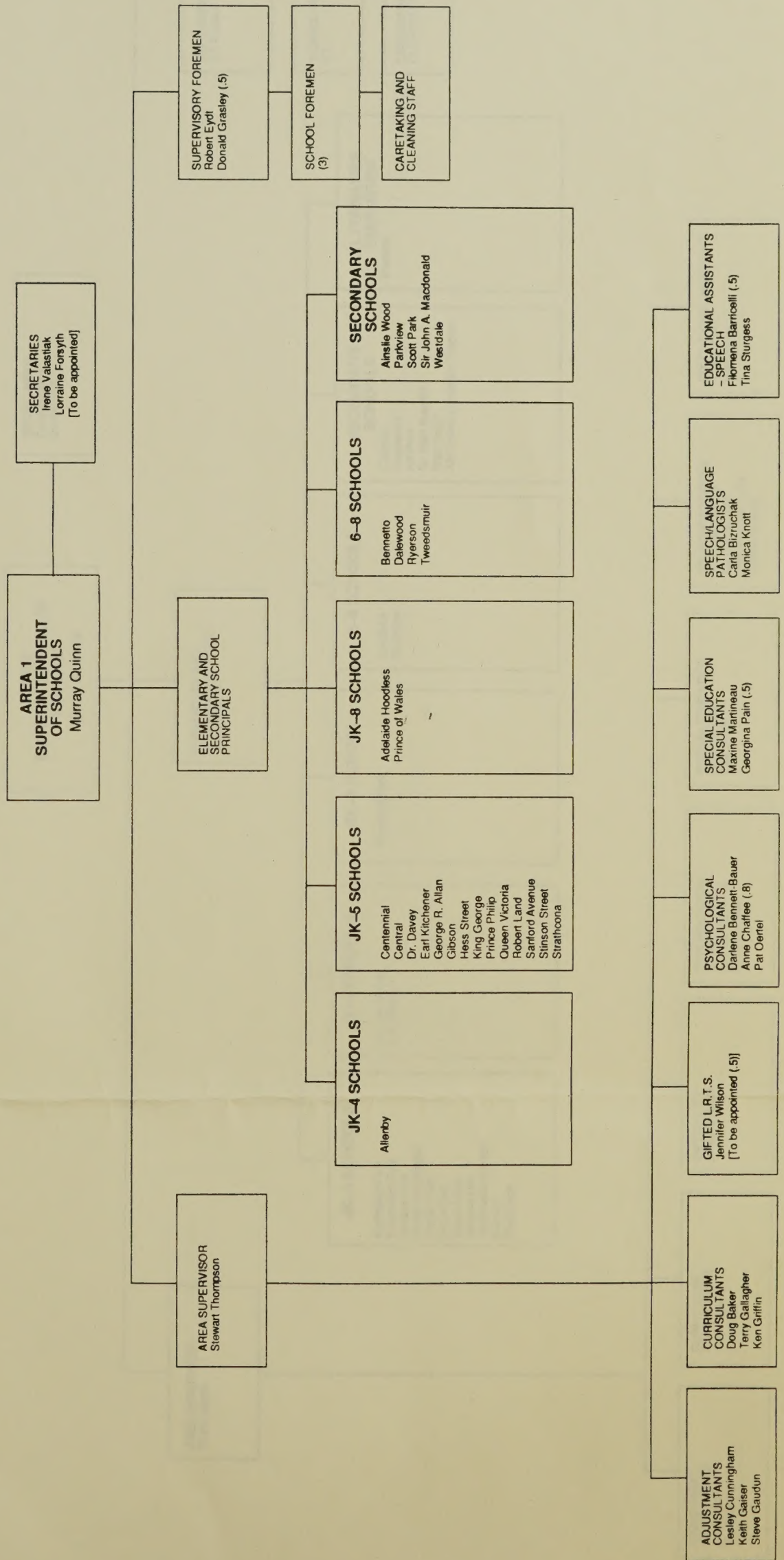
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SEPTEMBER 1991

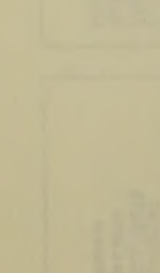
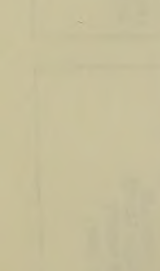
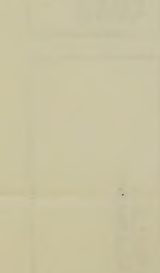
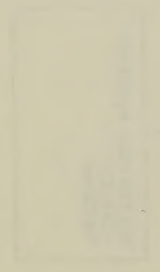
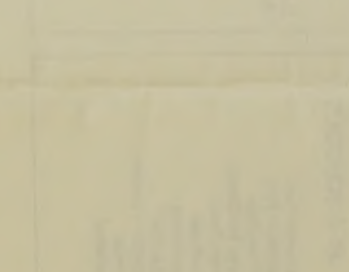
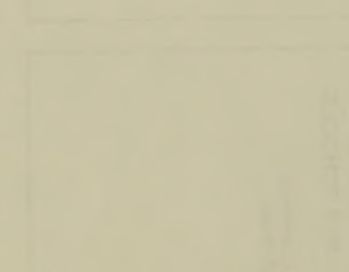
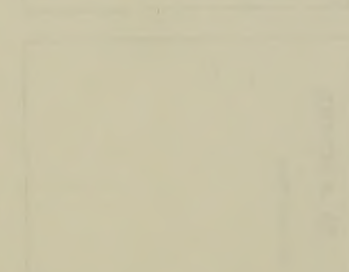
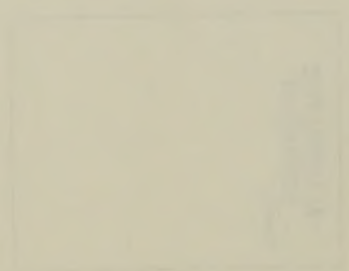
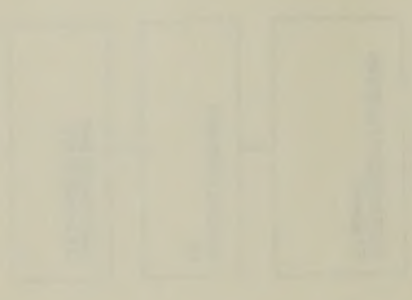


HAMILTON BOARD OF EDUCATION AREA 1 OFFICE

SEPTEMBER/1991

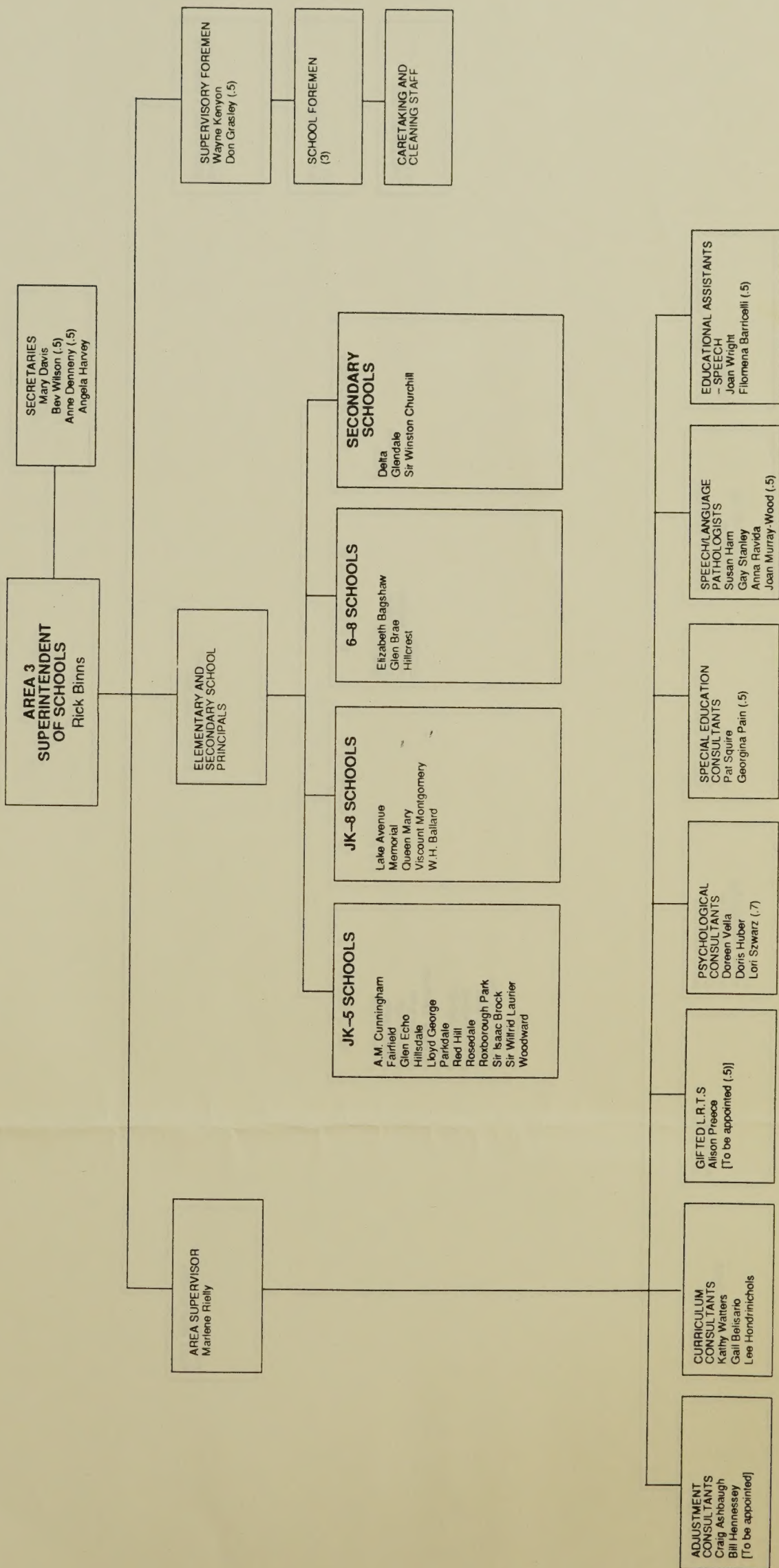


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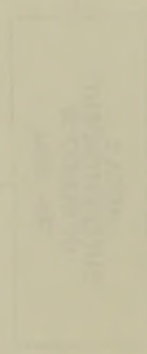
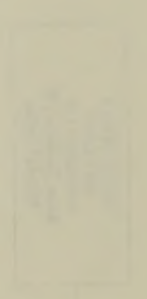
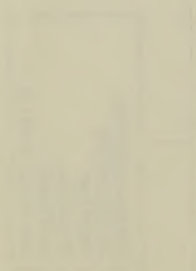
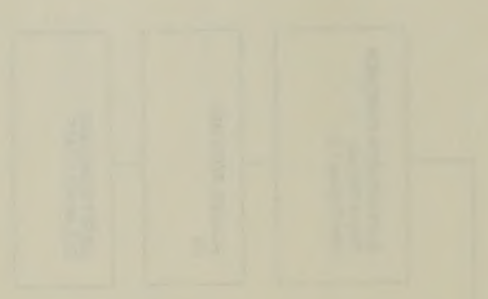


HAMILTON BOARD OF EDUCATION AREA 3 OFFICE

SEPTEMBER/1991

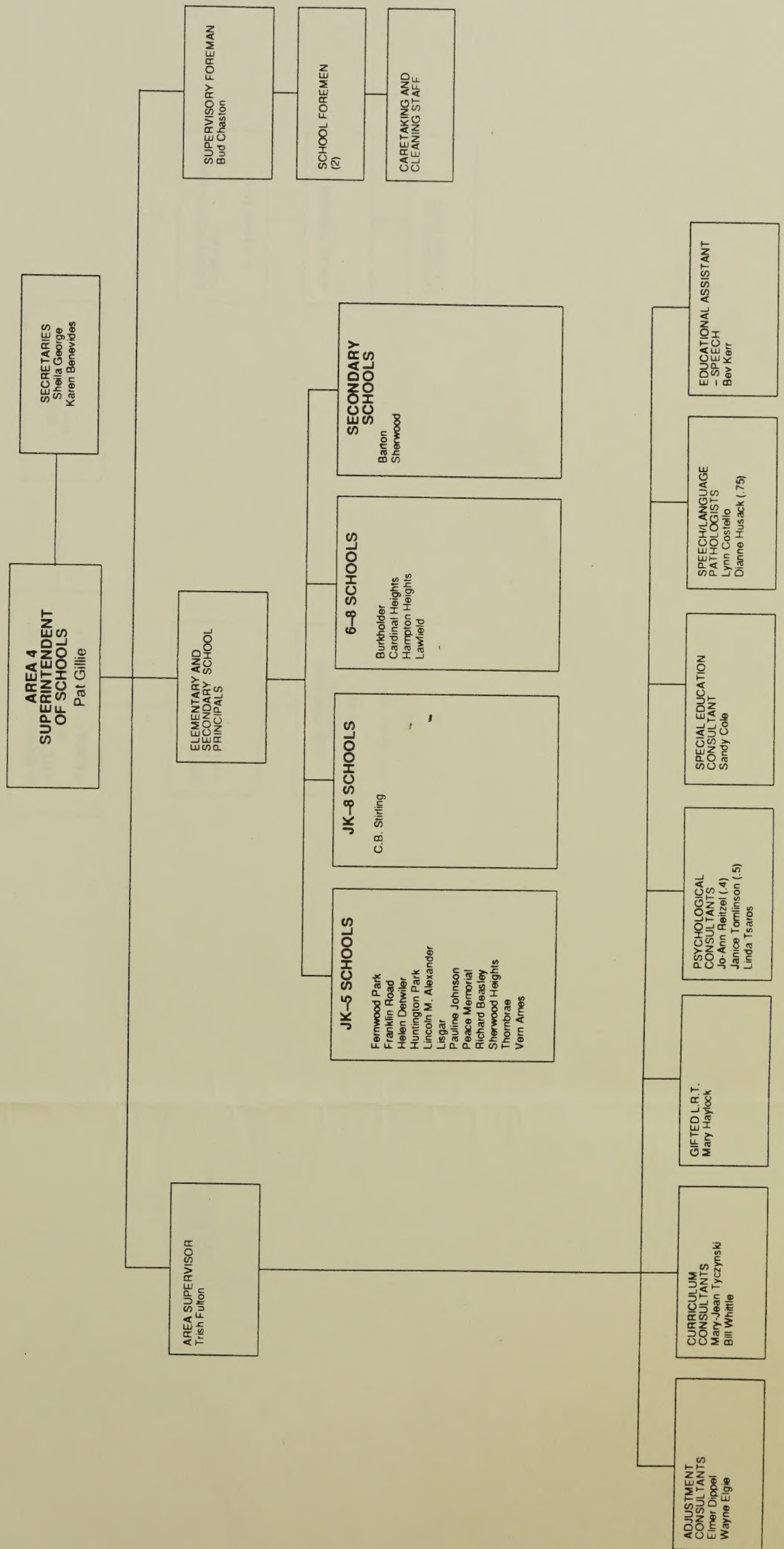


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HAMILTON BOARD OF EDUCATION AREA 4 OFFICE

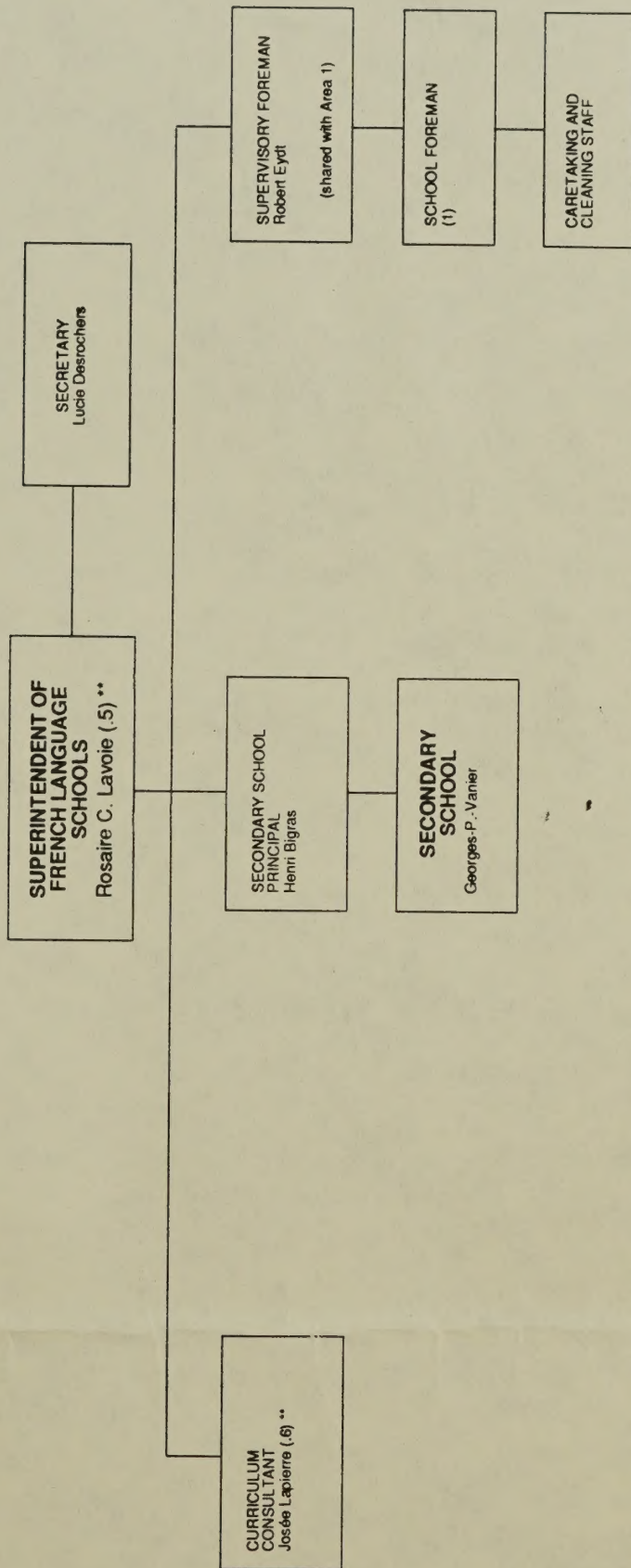
SEPTEMBER/1991





HAMILTON BOARD OF EDUCATION FRENCH LANGUAGE SECTION

SEPTEMBER/1991





Education Centre
100 Main Street West
Hamilton, Ontario
1991 10 10

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following staff be appointed to the position stated, effective as shown, with salary according to schedule:

Margaret Coward (Accounting Clerk - Grade 5, Probationary Clerical and Technical Staff, maximum salary \$26,703.00 per annum), 1991 09 23 (Replacement)

(ii) That the following staff be appointed to the position stated, effective as shown, with wage rate according to the Collective Agreement:

Gary Malyk (Mechanic - Glazier, Probationary Caretaking and Maintenance Staff, maximum salary \$15.97 per hour), 1991 09 25 (Replacement)

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) That the appointment of Carol Stone (Assistant Caretaker, Caretaking and Maintenance Staff) to the Probationary Staff, approved at the September meeting, be changed to become effective 1991 07 09.

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignations of the following staff for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Beverly G. Clark (Cleaning Staff), 1992 06 30

Herbert B. Crossman (Caretaking and Maintenance Staff), 1991 11 29

Mary Melnyk (Cleaning Staff), 1991 10 25

7. LEAVING EMPLOYMENT

(a) That the dates for the following staff to leave the employ of the Board be approved:

Scott C. Baldry (Caretaking and Maintenance Staff), 1991 08 21

Marjorie E. Fisher (Cleaning Staff), 1991 08 26

8. LEAVES

Leave of Absence

(a) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Marilyn Kaye (Administrative Staff), 1991 10 28 to 1992 10 26

Doris Thomsen-Griffin (Administrative Staff), 1991 10 28 to 1992 05 01

Carolyn Wilson (Administrative Staff), 1991 12 02 to 1992 06 05

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHER - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

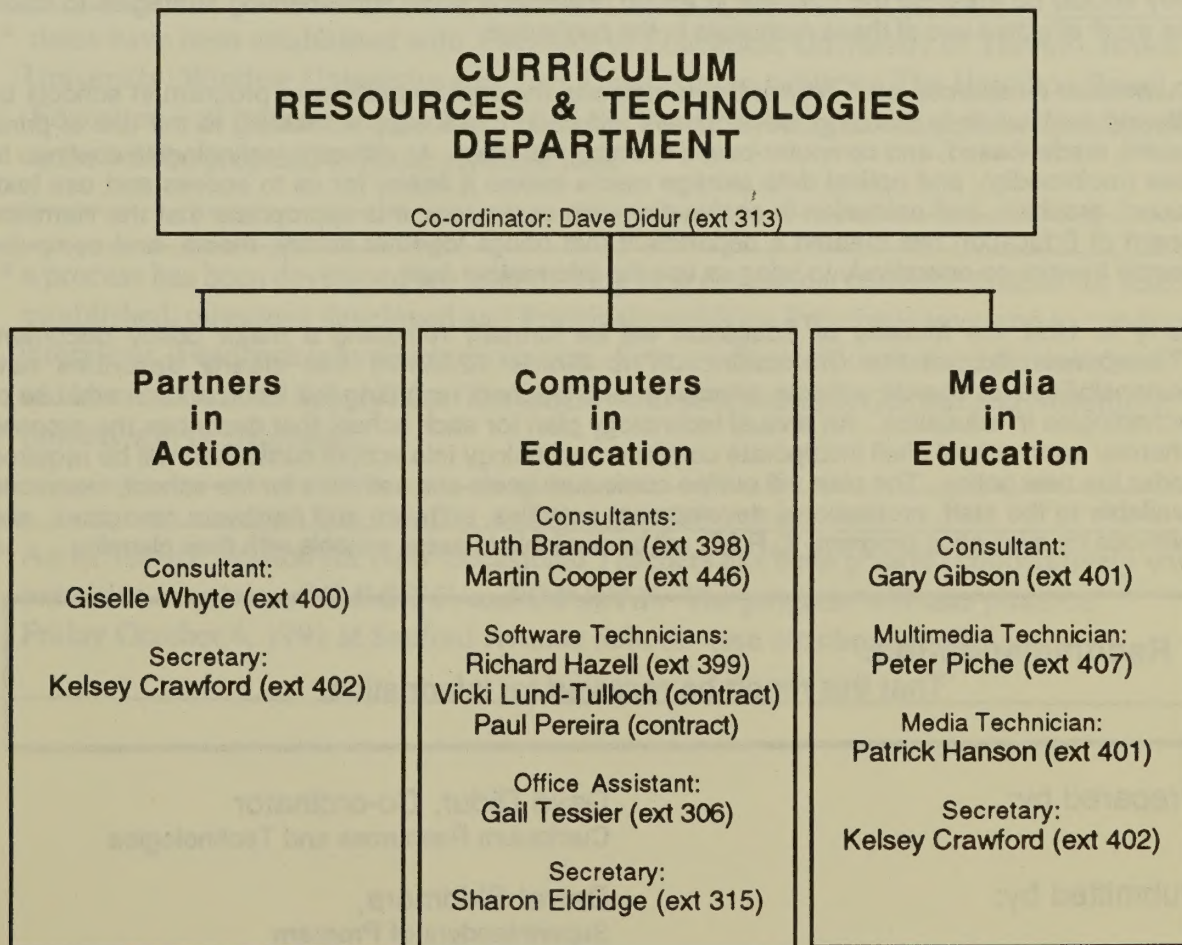
October 10, 1991

To the Chairman and Members
 Personnel and Organization Committee
 Board of Education for the City of Hamilton

Ladies and Gentlemen:

Re: **Curriculum Resources and Technologies Dept.**

As of September 1, the Program Department merged Computers in Education, Media in Education, and Partners in Action into one larger department, currently known as *Curriculum Resources and Technologies* (or *C.R.&T.* for short). The diagram below indicates what staff is involved in this reorganization.



Staff

Full-time:	D. Didur, Co-ordinator R. Brandon, Consultant M. Cooper, Consultant G. Whyte, Consultant G. Gibson, Consultant	R. Hazell, Software Technician P. Piche, Multimedia Technician (Mr. Piche was formerly a technician in Video Production)
	G. Tessier, Office Assistant	K. Crawford, Secretary
Part-time:	S. Eldrige, Secretary	P. Hanson, Media Technician
Contract:	V. Lund-Tulloch, Software Technician	P. Pereira, Software Technician
Note:	F. Dodge, formerly a full-time Media Technician, is being transferred to the Equipment Repair Dept. (where he will continue to offer support to schools involving preventative maintenance of media and computer equipment).	

Philosophy

Teachers should be trying to use a wide variety of learning materials and strategies with their students. Schools' Resource Centres include libraries, computer labs, and media equipment, and they should be applying the Partners in Action philosophy when implementing strategies to make the most effective use of these resources in the curriculum.

Curriculum Resources and Technologies supports the implementation of program in schools by offering assistance in planning, development, education, and support relating to the use of print-based, media-based, and computer-based learning materials. As different technologies continue to fuse (multimedia), and optical data storage media makes it easier for us to access and use text, sound, graphics, and animation in conjunction with computers, it is appropriate that the Hamilton Board of Education has created a department that brings together library, media, and computer people to work co-operatively to bring us into the Information Age.

Early in 1992 the Ministry of Education will be formally releasing a major policy document ("*Computers Across the Curriculum: JK to Grade 12/OAC*") that clearly describes new responsibilities for boards, schools, principals, and teachers regarding the incorporation and use of technologies in education. An annual technology plan for each school that describes the process whereby each school shall incorporate computer technology into school curriculum will be required under the new policy. The plan will outline curriculum goals and activities for the school, resources available to the staff, professional development activities, software and hardware resources, and methods for evaluating program. C.R.&T. will be available to assist schools with their planning.

Recommendation:

That this report be received for information.

Prepared by:

Dave Didur, Co-ordinator
Curriculum Resources and Technologies

Submitted by:

Darrel Skidmore,
Superintendent of Program

Approved by:

K. A. Rielly,
Director of Education and Secretary

Education Centre
100 Main Street West
Hamilton, Ontario
1991 10 10

To the Chairman and Members,
Personnel & Organization Committee
Hamilton Board of Education.

Ladies and Gentlemen:

In response to a request that there be periodic status reports on the role of the staffing coordinator- this report has been prepared to highlight some of the activities undertaken during the month of September 1991.

*** *External Recruitment and hiring programs for contract and occasional teachers.***

* dates have been established with Faculties of Education, University of Toronto, Brock University, Windsor University and York University to publicize The Hamilton Board of Education - an information package "Join the Team" is being developed for distribution. A team will be prepared to make presentations.

* a process has been developed for interviewing new occasional teachers; criteria for selection established, questions developed and Principals and Vice Principals involved in conducting interviews. Feedback is available on request. Seventy-five new occasional teachers have been added to the October Supply List. The process will be repeated in October and November. The process will be evaluated.

* An In Service Session for New Occasional Teachers has been planned cooperatively with executive members of O.S.S.T.F. and O.P.S.T.F. The program will take place on Friday October 4, 1991 at Sanford Avenue School. (see attached agenda)

page - 2 -

The Staffing Coordinator works closely with Faculties of Education in placing student teachers with the Hamilton Board of Education - Associate Teachers

FALL TERM 1991

*	BROCK UNIVERSITY	
	- (WITH AREA SUPERVISORS)	133 students
*	CALVIN CHRISTIAN COLLEGE	1 student
*	D'YOUVILLE COLLEGE	8 students
*	NIAGARA COLLEGE	7 students
*	NIPPISSING COLLEGE	3 students
*	UNIVERSITY OF TORONTO	57 students

A planned review of present academics staffing practices and procedures.

- * an Elementary Staffing Committee - has been formed. Committee Members include representation from teachers, Principals, Superintendents and Trustees.

Topics for discussion and Recommendation include:

- * Legislation - Human Rights, Freedom of Information
- * Interviewing New Personnel
- * Interviewing Techniques and Feedback
 - Principal/Vice Principal In Service
 - Decentralized Responsibility
- * Posting/Role of the schools
- * Transfers of Existing Staff
- * Process of Education/Communication

The Committee will meet twice per month September to December 1991.

page - 3 -

- * The Superintendent of Schools will convene a meeting of Secondary School Principals to review staffing procedures.

The Staffing Coordinator will work with a small "work team" to establish timelines for reviewing the 1991-1992 Staffing Process.

Recommendations:

That this material be received for information purposes.

Prepared by: Barbara Howard,
Coordinator Teacher-Staffing

Submitted by: Bruce Sinclair,
Superintendent of Human Resources.

Approved by: Keith Rielly,
Director of Education and Secretary.

The Government of the United States of America
Department of the Interior
Bureau of Land Management
Washington, D.C. 20250

For the purpose of this document, the term "Bureau" refers to the Bureau of Land Management, U.S. Department of the Interior.

The following information is provided for your information:

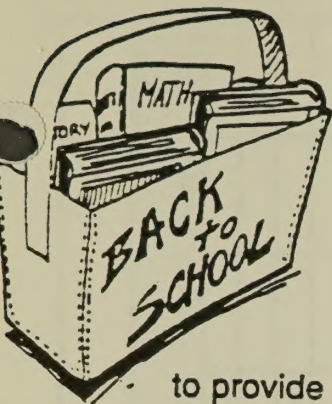
1. The Bureau has received a request from the [redacted] for [redacted] of [redacted] land.

2. The Bureau is currently reviewing the request and will provide a response within [redacted] days.

Very truly yours,
[redacted]
[redacted]
[redacted]

THE THREE R's - RULES, RIGHTS AND RESPONSIBILITIES

(A WORKSHOP FOR NEW OCCASIONAL TEACHERS)



Time: 8:30 a.m. to 12:00 noon

Place: Sanford Avenue School

Date: Friday, October 4, 1991

GOALS

- to provide an opportunity for individuals to feel comfortable about the role of an occasional teacher
- to develop an awareness of rights, roles and privileges
- to acquire practical strategies for successful work in schools and classrooms

AGENDA

8:30 Coffee and Conversation

9:00 Welcome and Introductions • Jim Douglas - O.S.S.T.F.
• Marion Rutter - O.P.S.T.F.

9:10 Objectives • Barbara Howard, Coordinator,
Teacher Staffing

9:15 The Collective Agreement - Policies and Procedures
Elementary - Marion Rutter Secondary - Jim Douglas/Brian Radke

Questions.....Concerns

9:30 What Do Principals Expect From Occasional Teachers?

Primary/Junior Principal	Donna Quigley
Secondary Composite	Judi Binns
Secondary Vocational	Bill Ferris

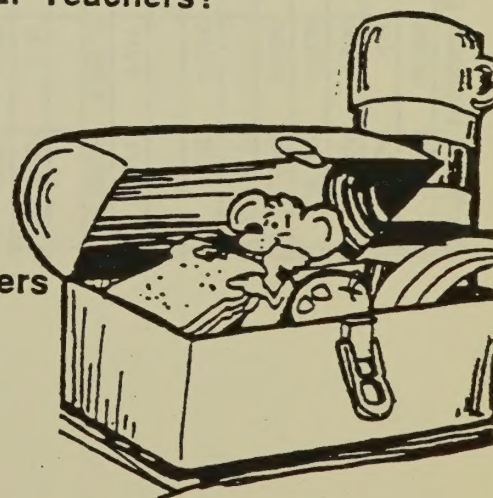
10:15 Break

10:35 A Word From Successful Occasional Teachers
(Choose 2 Sessions)

Primary/Junior	Dawn Sawford
Intermediate	Dan Wentworth
Composite	Victoria Shymlosky
Vocational	Barbara Jarrett

11:45 The Starter Kit....an explanation....Marion Rutter

12:00 Adjournment



ATION FOR THE CITY OF HAMILTON

ALL TIME EQUIVALENT POSITIONS

	1991 ACTUALS											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
492.54	492.54	492.54	492.54	487.54	487.54	487.54	486.54	486.54	487.04			
75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	66.67			
1,631.25	1,631.65	1,631.65	1,631.65	1,633.65	1,634.65	1,634.65	1,634.65	1,634.65	1,661.85			
841.00	841.67	841.67	841.67	841.67	841.67	841.67	841.67	841.67	849.34			
116.67	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	107.67			
33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50	34.00			
16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00			
13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	14.67			
113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	116.36			
7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00			
2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.00			
17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	16.71			
221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50			
6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56			
217.00	217.00	217.00	217.00	217.00	217.00	217.00	218.00	218.00	217.00			
351.00	352.00	353.00	353.00	353.00	353.00	353.00	364.00	364.00	364.00			
42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	40.75			
0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33			
0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50			
4,200.33	4,201.73	4,202.73	4,199.73	4,200.73	4,200.73	4,200.73	4,211.73	4,211.73	4,229.45			
4,812	4,814	4,815	4,813	4,814	4,814	4,814	4,825	4,825	4,851			
15,628	15,700	15,700	15,700	15,700	15,700	15,700			16,390			
25,813	25,639	25,677	25,604	25,560	25,537	25,537			* 26,168			
12,155	12,476	12,258	12,019	11,836	11,750	11,750			* 13,428			
999	1,099	1,050	1,003	959	957	957			* 1,096			
178	174	172	175	173	173	173			* 153			
39,145	39,388	39,157	38,801	38,528	38,417	38,417			* 40,845			

ber 30th Enrolment Estimates

Prepared by Human Resources

October, 1991

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31st ACTUAL												1991 ACTUALS											
	1985	1986	1987	1988	1989	1990	BUDGET		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
Admin & Support Staff	401.97	417.37	430.24	469.64	491.54	493.54		486.04	492.54	492.54	492.54	487.54	487.54	487.54	487.54	486.54	486.54	487.04						
Co-ordinators/Consultants	77.50	78.00	80.00	77.67	77.67	75.67		66.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	66.67						
Teachers - Elementary	1,317.25	1,362.95	1,414.75	1,498.45	1,592.15	1,628.35		1,651.25	1,631.25	1,631.65	1,631.65	1,633.65	1,633.65	1,634.65	1,634.65	1,634.65	1,634.65	1,661.85						
Secondary - Composite	750.83	732.67	741.83	757.50	795.00	841.00		850.50	841.00	841.67	841.67	841.67	841.67	841.67	841.67	841.67	841.67	849.34						
- Vocational	168.67	159.83	160.90	160.07	146.00	116.67		116.17	116.67	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	107.67						
- Vanier	29.00	31.00	31.50	33.00	34.00	33.50		34.00	33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50	34.00						
Elementary TR	39.00	34.00	29.00	26.00	24.00	20.00		16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00						
Secondary TR	4.00	6.00	7.00	8.00	7.00	9.67		13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	14.67							
Lunchroom - Elementary	68.60	78.40	92.80	102.90	115.10	112.30		113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	116.36						
- Secondary	7.00	7.30	7.30	7.00	7.00	7.00		7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00						
- Vocational	3.30	3.10	3.10	3.10	2.60	2.14		2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.00						
Bus Supervisors	6.40	12.10	13.90	14.40	16.50	17.68		17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	16.71						
Educational Assistants	123.50	139.00	155.00	173.00	217.50	221.50		216.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50						
Lunchroom Assistants	1.97	5.14	5.71	6.00	6.43	6.56		6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56						
Ckrs/Maint/Whs/Asbestos	209.00	210.00	210.00	217.00	218.00	220.00		218.00	217.00	217.00	217.00	217.00	217.00	217.00	217.00	218.00	218.00	217.00						
Cleaners/Cooks	325.00	330.00	333.00	340.00	347.00	351.00		364.00	351.00	352.00	353.00	353.00	353.00	353.00	364.00	364.00	364.00	364.00						
Staff On Loan - Teachers	30.42	29.55	34.25	34.92	33.92	41.25		42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	40.75						
- Consultants				0.33	0.33	0.33		0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33						
- Clerical						0.50		0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50							
Full Time Equiv. Positions	3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,198.66		4,223.33	4,200.33	4,201.73	4,202.73	4,199.73	4,200.73	4,200.73	4,211.73	4,211.73	4,229.45							
Number Of Employees						4,805		4,836	4,812	4,814	4,815	4,813	4,814	4,814	4,825	4,825	4,851							
Lunchroom Enrolment	9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,571		15,700	15,628	15,700	15,700	15,700	15,700	15,700	15,700		16,390							
Enrolment - Elementary	* 24,543	* 24,682	* 24,741	* 25,007	* 25,474	* 25,811		** 26,002	25,813	25,639	25,677	25,604	25,560	25,537			* 26,168							
- Sec Composite	* 12,806	* 12,328	* 12,571	* 12,620	* 12,754	* 13,106		** 13,199	12,155	12,476	12,258	12,019	11,836	11,750			* 13,428							
- Sec Vocational	* 1,942	* 1,794	* 1,698	* 1,598	* 1,453	* 1,189		** 1,161	999	1,099	1,050	1,003	959	957			* 1,096							
- T. R.	* 286	* 262	* 243	* 210	* 193	* 178		** 178	178	174	172	175	173	173			* 153							
- TOTAL	* 39,577	* 39,066	* 39,253	* 39,435	* 39,874	* 40,284		** 40,540	39,145	39,388	39,157	38,801	38,528	38,417			* 40,845							

** September 30th Enrolment Estimates

* September 30th Enrolments

Prepared by Human Resources

October, 1991

REPORT OF SUPPLY TEACHER USAGE - TOTAL TO AUG 30, 1991

	PERSONAL REASONS/ ILLNESS	FIELD WORK/ CO-INSTR. ACTIVITIES	CONF./ SEMINAR/ MEETING OUTSIDE SYSTEM	PLANNING/ CURRICLM./ IN-SERVICE/ MEETING INSIDE SYSTEM	IN SCHOOL MEETING	FEDERAT'N. MATTERS	OTHER	NOT INDICATED	TOTAL DAYS	EXPENSE	LONG TERM OCCASIONAL	TOTAL EXPENSE	1991 % SPENT	1990 % SPENT
JANUARY								2093.0	2093.0	\$214,521				
FEBRUARY	21.5	1.0	1.0					2902.0	2925.5	\$299,856				
MARCH	773.5	37.0	38.5	102.5	35.0	14.5	75.0	153.0	1229.0	\$124,447				
APRIL	1352.0	84.0	82.5	206.5	121.5	22.5	77.5	181.0	2127.5	\$215,336				
MAY	1511.0	318.0	114.5	312.5	71.5	46.5	184.5	227.0	2785.5	\$282,869				
JUNE	795.0	145.5	23.5	151.5	41.5	16.0	9.05	163.5	1427.0	\$147,039				
JULY	0	0	0	0	0	0	0	0	0	0				
AUGUST	0	0	0	0	0	0	0	0	0	0	976,512	2,260,580	55.3	76.6
SEPTEMBER														
OCTOBER														
NOVEMBER														
DECEMBER														
TOTALS	4,453.0	585.5	260.0	773.0	269.5	99.5	427.5	5,719.5	12,587.5	\$1,284,068	976,512	2,260,580	55.3	76.6
COMPUTER SERVICES DEPARTMENT													4,088,000	3,380,000
													TOTAL BUDGET	

Note: The 'not indicated' column is overstated due to the fact that the new time sheet was not in effect for the months of January and February.
All days were entered into this column for these two months.

This report is being reformatated to show further breakdowns. The new format with September usage will be available in November and will show Elementary/Secondary and teaching days

Education Centre
100 Main Street West
Hamilton, Ontario
1991 10 10

To The Chairman and Members,
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Kathryne Mary Foster (S), 1991 10 21
Joan Massey (S), 1991 10 21 3/6 (Full Time Semester 1 only)
Mary Margaret Morris (E), 1991 10 21 (.5)

(1 Replacement)

(1 New Position - Increased Enrolments - Contract Needs)

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) (i) That Diane Aitken be appointed to the position of Gifted Learning Resource Teacher, Area 1/3, effective 1991 10 21 to 1992 06 30, with salary according to the salary schedule.

(ii) That Dorte Deans be appointed to the position of Acting Head of Department (Visual Arts), effective 1991 10 21, with salary according to the salary schedule.

(Replacements)

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

(a) That the appointment of Mary McGugan-Lane to the position of Acting Assistant Head of Department (Vocational) be extended to 1991 09 01 to 1992 08 31.
(Replacement)

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective 1991 09 01, with salary according to the salary schedule:

Increases

Sheila Babb (S), 4/6 to 6/6 (Full Time Sem. 1 and 2)
Julie Beattie (E), .5 to 1.0
Barbara Bentham (E), .8 to 1.0
Walter Bevan (E), .9 to 1.0
Anne Cliffe (E), .8 to 1.0
Eirlys Davies (E), .5 to 1.0
Helen Demczuk (E) .5 to 1.0
Jean Dingwall (E), .6 to 1.0
Norma Dreossi (S) 4/6 to 5/6 (2/3 Sem. 1, 3/3 Sem. 2)
Barbara Francis (E), .6 to 1.0
Diana Goessinger (E), .5 to 1.0
Heather Goodale (E), .5 to 1.0
Scott Gregory (E), .6 to 1.0
Esther Hurden (E), .6 to 1.0
Georgia James (E), .7 to 1.0

Helen Jarvis (E), .5 to 1.0
 Patricia Jessop (E), .6 to .8
 Pamela Kovacek (E), .5 to 1.0
 Colleen Kurtz (E), .7 to .9
 Marjorie MacDonald (E), .7 to .8
 Donna Marchand (E), .7 to 1.0
 Marilyn Marshall (E), .7 to 1.0
 Linda Paradis (E), .8 to 1.0
 Marianne Parfitt (E), .5 to 1.0
 Eileen Patchett (E), .5 to 1.0
 Katherine Pelletier (E), .5 to .6
 Patricia Pisio (E), .5 to 1.0
 Christine Rees (E), .5 to .7
 Bonnie Ringrose (E), .5 to 1.0
 Monica Sebastian (E), .5 to 1.0
 Keitha Seneco (S), 3/6 to 4/6 (2/3 Sem. 1 and 2)
 Susan Shaker (S), 2/6 to 6/6 (Full Time Sem. 1 and 2)
 Ward Shipman (S), 5/6 to 6/6 (Full Time Sem. 1 and 2)
 Carla Small (E), .5 to 1.0
 Gloria Smith (E), .5 to 1.0
 Geraldine Staples (E), .5 to 1.0
 Judith Stokoe (E), .5 to .8
 Christine Tartaglia (E), .5 to 1.0
 Kathleen Taylor (E), .5 to 1.0
 Carrie Tyrosvoutis (E), .5 to 1.0
 Jane Vince (S), 4/6 to 6/6 (Full Time Sem. 1 and 2)
 Gail Williams (S), 3/6 to 4/6 (2/3 Sem. 1 and 2)

Decreases

Karen Andreychuk (E), .4 to .3
 Linda Arndt (S), 4/6 to 3/6 (2/3 Sem. 1, 1/3 Sem. 2)
 Ann Baker (E), 1.0 to .7
 Rita Bertoldi (E), .6 to .5
 Jutta Busch (E), 1.0 to .5
 Dina Diadamo (E), .7 to .5
 Helene Donohoe (E), .6 to .5
 Suzanne Dube (S), 6/6 to 5/6 (2/3 Sem. 1, 3/3 Sem. 2)
 Sandra Hanlon (E), 1.0 to .8
 Lynn Howarth-McCue (E), 1.0 to .5
 Maria Hruska (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
 Judy Mendelson (E), 1.0 to .5
 David O'Connor (E), 1.0 to .5
 Heather Oliver (E), 1.0 to .5
 Clodette Perri (S) 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)
 Peter Queck (S), 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)
 Ene Readyhough (S), 6/6 to 5/6 (2/3 Sem. 1, 3/3 Sem. 2)
 Anita Ridderstap (E), 1.0 to .5
 Margaret Sanders (E), 1.0 to .5
 Loren Sarafini (E), 1.0 to .5
 Suzanne Solnik (E), .5 to .3
 Barbara Swan (S), 5/6 to 4/6 (2/3 Sem. 1 and 2)
 Pamela Swietek (E), 1.0 to .8
 Barbara Tkach (S), 4/6 to 3/6 (Full Time Sem. 2 only)
 Victoria Weekes (S), 6/6 to 3/6 (Full Time Sem. 2 only)
 Christine Wilson (E), 1.0 to .5
 Diane Windsor (E), 1.0 to .7

(b) That the timetable of Anja Menneman (School Social Worker, Professional and Student Services Personnel Staff) be increased from .5 to 1.0, effective 1991 09 01. (Replacement)

6. RETIREMENTS - Nil7. LEAVING EMPLOYMENT - Nil8. LEAVESLeave of Absence

(a) That the request of the following teacher for a Leave of Absence, effective as shown, be granted:

Laurie Firlit (E), 1991 12 02 to 1992 05 22

(b) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Karen Forbes (Secondary School Clerical and Secretarial Staff), 1991 11 11 to 1992 05 15

Marianna Tulumello-Cappelletti (Secondary School Clerical and Secretarial Staff), 1991 12 23 to 1992 06 26

Leave of Absence - Date Change

(a) That the effective dates of the Leaves of Absence granted to the following teachers at previous meetings be changed:

Debra MacDonald (E), 1991 09 09 to 1992 03 13

Sherry Romaniw (E), 1991 09 16 to 1992 03 20

Return from Leave of Absence

(a) That the following teacher be returned from a Leave of Absence and assigned teaching duties, effective as shown, with salary according to the salary schedule:

Joyce Baker (E), 1991 10 14 (.5)

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Annette Bodo (E), 1991 09 04 to further notice

Annette Byrne-Fratoni (S), 1991 09 04 to further notice

Heather Clark (E), 1991 09 04 to 1991 09 27

Jo-Anne Crawford (E), 1991 09 13 to 1992 03 13

Joseph Didonato (S), 1991 09 25 to further notice

Eleanore Dunmore (E), 1991 09 23 to 1991 12 13

William Gemmill (E), 1991 09 23 to further notice

Virginia Hewick (E), 1991 09 04 to 1991 10 11 (.5)

Barbara Holman (E), 1991 09 04 to 1991 09 27

John Jacina (S), 1991 09 04 to further notice

Denise Jalbert (S), 1991 09 17 to 1992 01 31 (2/3)

Elizabeth McQueen (S), 1991 09 05 to further notice

June Salter (S), 1991 09 16 to further notice

Tara Tandan (S), 1991 09 16 to further notice (2/3)

Bernice Watts (E), 1991 09 23 to further notice (.5)

10. OTHER - Nil

Respectfully submitted,

K. A. Rielly
Director of Education
and Secretary

1. The first of the following items is a list of the names of the persons who have been appointed to the various committees of the Board of Directors of the Corporation for the year 1911.

2. The second of the following items is a list of the names of the persons who have been appointed to the various committees of the Board of Directors of the Corporation for the year 1911.

3. The third of the following items is a list of the names of the persons who have been appointed to the various committees of the Board of Directors of the Corporation for the year 1911.

4. The fourth of the following items is a list of the names of the persons who have been appointed to the various committees of the Board of Directors of the Corporation for the year 1911.

5. The fifth of the following items is a list of the names of the persons who have been appointed to the various committees of the Board of Directors of the Corporation for the year 1911.

6. The sixth of the following items is a list of the names of the persons who have been appointed to the various committees of the Board of Directors of the Corporation for the year 1911.

7. The seventh of the following items is a list of the names of the persons who have been appointed to the various committees of the Board of Directors of the Corporation for the year 1911.

8. The eighth of the following items is a list of the names of the persons who have been appointed to the various committees of the Board of Directors of the Corporation for the year 1911.

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NOV 12 1991

AGENDA

PERSONNEL & ORGANIZATION COMMITTEE

GOVERNMENT DOCUMENTS

1991 11 14

Confirmation of the minutes of the regular meeting of 1991 10 10 and special meetings of 1991 10 17 and 1991 10 24.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Proposed Policy on Accommodation of Employees under the Human Rights Code and Workers' Compensation Act Pages 1 to 4

NEW BUSINESS:

1. Recommendations of the Director of Education Page 5
2. (a) Staffing Report Page 6
(b) Report on Class Size Statistics, Elementary Panel as of 1991 09 30 Pages 7 to 16
(c) Report on Supply Teachers Pages 17 to 19

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 20 to 21
2. Request for "Four Over Five" Plan Page 22

100 Main Street West
Hamilton, Ontario
1991 11 14

TO THE CHAIR AND MEMBERS
PERSONNEL AND ORGANIZATION COMMITTEE
HAMILTON BOARD OF EDUCATION

RE: PROPOSED POLICY -- ACCOMMODATION OF EMPLOYEES

This report provides a proposed policy and background information of the obligations of the Board, as employer, to accommodate workers with injuries and disabilities under the terms of the Human Rights Code and the Workers' Compensation Act.

BACKGROUND

Historically, persons with disabilities have either borne the financial and personal costs of their special needs on their own or have relied on government pensions or assistance. Employers have had little obligation to assist workers with injuries or disabilities.

From time to time, however, employers, such as the Hamilton Board of Education, have voluntarily undertaken accommodation of valued employees in order to retain their skills, talents and experience and in recognition of the benefits of continued employment not only for the employees but for the organization as well.

The removal of barriers to equal participation of persons with temporary or permanent disabilities has now become a legal responsibility to be shared by employers.

The Human Rights Code requires employers to accommodate workers in order to give meaning to the rights of equality and freedom from discrimination guaranteed to disabled persons in the Code.

LEGAL REQUIREMENTS

The Human Rights Code prohibits employment discrimination against the disabled. Disability is defined in extremely broad terms and includes:

- both past and present physical or mental impairment
- any degree of physical disability caused by injury, birth defect or illness
- any injury for which Workers' Compensation benefits are claimed

Under the Workers' Compensation Act, employers are required to undertake any and all actions that will respond to the needs of the injured workers subject to the limitations of undue hardship.

Under these two pieces of legislation, employers have a statutory duty to accommodate employees who are injured or disabled. While the legislative details are scant, the Human Rights Commission has published lengthy Guidelines for Assessing Accommodation and the practical application is being stringently enforced through arbitration and tribunal cases.

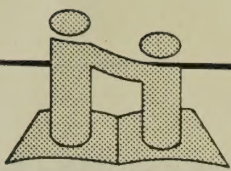
The obligations of the employer are:

- to define the essential duties of the job
- to assess the employees' abilities
- to attempt accommodation
- in the event accommodation is not feasible, to show undue hardship in terms of cost or health and safety.

RECOMMENDATION

"That the attached Policy re: Accommodation of Employees in response to legal requirements under the Ontario Human Rights Code and Worker's Compensation Act be approved."

Prepared by:	Human Resources Department
Submitted by:	Bruce Sinclair Superintendent of Human Resources
Approved by:	Keith Rielly, Director of Education and Secretary



ACCOMMODATION OF EMPLOYEES

POLICY

The Board of Education for the City of Hamilton supports equality of opportunity and fair employment practices for all employees. To that end, the Board recognizes and accepts its legal responsibilities under the Human Rights Code and Workers' Compensation Act to accommodate the individual needs of persons with an injury, illness or disability, in order to assist them in performing the duties of their jobs.

DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Disability

Disability is defined as any degree of physical infirmity, malformation, disfigurement or mental or emotional disorder, however caused.

Accommodation

Accommodation means enabling the person to perform the essential duties of the job. The first step of accommodation is to distinguish between essential and non-essential duties. Non-essential duties which cannot be performed may be adjusted or reassigned. If essential duties cannot be performed, alternative methods of performing them must be explored. Where an employee cannot perform essential duties in his/her current position, accommodation may be made through transfer or retraining. The nature of accommodation may vary depending on the specific needs of the individual and the duration of the accommodation request.

Examples of Accommodation

- modifying equipment or devices
- providing assistance
- co-workers assisting/sharing in work alteration within the employee's work area
- job re-structuring
- flex time
- reduced hours of work (e.g. half days)
- making physical changes in facilities to make them readily accessible and usable
- job transfer to a position with suitable physical demands

Essential Duties

Essential duties are those which constitute the primary purpose of the job and without which the job would not exist. Performing these duties would take up the majority of the incumbent's work hours. Non-essential duties are those which could be removed from the job without eliminating the job itself. For example, the essential duties of a word-processor who answers the phone for 5% of the day are the word-processing tasks. A non-essential duty which could be removed is answering the phone.

Undue Hardship

The Hamilton Board of Education has a duty to accommodate unless to do so would cause undue hardship. Undue hardship for an organization is related to 2 factors: Costs and Safety. Costs may amount to undue hardship if they are quantifiable and directly result in substantially decreased productivity, efficiency and effectiveness of the organization. Health and safety requirements may constitute undue hardship where attempts have been made to maximize protection but the risks remaining after accommodation outweigh the benefits enhancing the employee's opportunity.

PRINCIPLES

In the implementation of Accommodation, the following principles apply:

- Accommodation means enabling the person to perform the essential duties of the job according to job requirements.
- Accommodation should be understood as the removal of barriers which unnecessarily prevent an individual from performing or fulfilling the essential duties of a job.
- The person requesting accommodation has the responsibility to communicate needs in sufficient detail and to co-operate in the accommodation process.
- In order to occupy a job position, an individual must be qualified and capable of performing or fulfilling the essential duties of the job, with accommodation if required.
- Each person with an injury or disability will be considered individually in order to determine what changes can be made to facilitate accommodation
- Needs will be accommodated in a manner which most respects the dignity of the individual, if to do so does not cause undue hardship.
- The present capabilities of the person and risks associated with the work are taken into account, rather than anticipating future changes in abilities or risks.
- Effort will be made to accommodate an employee with an injury or disability in the employee's own job first or in the most comparable job available.
- No person will be discriminated against contrary to the Human Rights Code because that person has been or needs accommodation in any job for which he/she is otherwise qualified.
- The Hamilton Board of Education and Unions/Federations have a joint responsibility to work out a solution with respect to any accommodation involving a conflict with the Collective Agreement.
- Inservice will be provided to supervisors and employees on the requirements of this policy and Procedures will be developed to implement the policy.

Education Centre
100 Main Street West
Hamilton, Ontario
1991 11 14

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to schedule:

Moira Donaldson, (Administrative Assistant - Adult and Continuing Education Department, Administrative Staff - Grade 10), 1991 11 01 (Replacement)

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS - Nil

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave of Absence

(a) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Valerie Elliott (Clerical and Technical Staff), 1992 02 10 to 1992 08 14

Katherine MacDonald (Clerical and Technical Staff), 1991 12 30 to 1992 07 03 and 1992 07 27 to 1992 08 28

Barbara Murdoch (Clerical and Technical Staff), 1991 10 17 to 1992 04 22

Kelly Preocanin (Clerical and Technical Staff), 1992 01 06 to 1992 07 10

Return from Leave of Absence

(a) That the following staff be returned from Leave of Absence, effective as shown:

Dily McIlveen (Caretaking and Maintenance Staff), 1991 11 08

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

1. The following is a list of the names of the persons who have been appointed to the various committees of the Board of Education, for the year 1911-12.

2. The following is a list of the names of the persons who have been appointed to the various committees of the Board of Education, for the year 1911-12.

3. The following is a list of the names of the persons who have been appointed to the various committees of the Board of Education, for the year 1911-12.

4. The following is a list of the names of the persons who have been appointed to the various committees of the Board of Education, for the year 1911-12.

Respectfully submitted,

H. A. Kelly
Member of Education
and Training

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31st ACTUAL										1991 ACTUALS									
	1985	1986	1987	1988	1989	1990	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	
Admin & Support Staff	401.97	417.37	430.24	469.64	491.54	493.54	486.04	492.54	492.54	492.54	487.54	487.54	487.54	486.54	486.54	487.04	486.71			
Co-ordinators/Consultants	77.50	78.00	80.00	77.67	77.67	75.67	66.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	66.67	66.67			
Teachers - Elementary	1,317.25	1,362.95	1,414.75	1,498.45	1,592.15	1,628.35	1,651.25	1,631.25	1,631.65	1,631.65	1,633.65	1,634.65	1,634.65	1,634.65	1,634.65	1,661.85	1,659.75			
Secondary - Composite	750.83	732.67	741.83	757.50	795.00	841.00	850.50	841.00	841.67	841.67	841.67	841.67	841.67	841.67	841.67	849.34	850.67			
- Vocational	168.67	159.83	160.90	160.07	146.00	116.67	116.17	116.67	116.00	116.00	116.00	116.00	116.00	116.00	116.00	107.67	107.67			
- Vanier	29.00	31.00	31.50	33.00	34.00	33.50	34.00	33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50	34.00	34.00			
Elementary TR	39.00	34.00	29.00	26.00	24.00	20.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00			
Secondary TR	4.00	6.00	7.00	8.00	7.00	9.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	14.67	14.67			
Lunchroom - Elementary	68.60	78.40	92.80	102.90	115.10	112.30	113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	116.36	118.07			
- Secondary	7.00	7.30	7.30	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00			
- Vocational	3.30	3.10	3.10	3.10	2.60	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.00	2.00			
Bus Supervisors	6.40	12.10	13.90	14.40	16.50	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	16.71	16.71			
Educational Assistants	123.50	139.00	155.00	173.00	217.50	221.50	216.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50			
Lunchroom Assistants	1.97	5.14	5.71	6.00	6.43	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56			
Ctkrs/Maint/Whs/Asbestos	209.00	210.00	210.00	217.00	218.00	220.00	218.00	217.00	217.00	217.00	217.00	217.00	217.00	218.00	218.00	217.00	217.00			
Cleaners/Cooks	325.00	330.00	333.00	340.00	347.00	351.00	364.00	351.00	352.00	353.00	353.00	353.00	353.00	364.00	364.00	364.00	360.00			
Staff On Loan - Teachers	30.42	29.55	34.25	34.92	33.92	41.25	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	41.75	41.75			
: Consultants				0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33			
- Clerical						0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50					
Full Time Equiv. Positions	3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,198.66	4,223.33	4,200.33	4,201.73	4,202.73	4,199.73	4,200.73	4,200.73	4,211.73	4,211.73	4,230.45	4,227.06			
Number Of Employees						4,805	4,836	4,812	4,814	4,815	4,813	4,814	4,814	4,825	4,825	4,852	4,855			
Lunchroom Enrolment	9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,571	15,700	15,628	15,700	15,700	15,700	15,700	15,700			16,390	16,564			
Enrolment - Elementary	* 24,543	* 24,682	* 24,741	* 25,007	* 25,474	* 25,811	** 26,002	25,813	25,639	25,677	25,604	25,560	25,537			* 26,121	26,183			
- Sec Composite	* 12,806	* 12,328	* 12,571	* 12,620	* 12,754	* 13,106	** 13,199	12,155	12,476	12,258	12,019	11,836	11,750			* 13,429	13,086			
- Sec Vocational	* 1,942	* 1,794	* 1,698	* 1,598	* 1,453	* 1,189	** 1,161	999	1,099	1,050	1,003	959	957			* 1,118	1,039			
- T. R.	* 286	* 262	* 243	* 210	* 193	* 178	** 178	178	174	172	175	173	173			* 154	157			
- TOTAL	* 39,577	* 39,066	* 39,253	* 39,435	* 39,874	* 40,284	** 40,540	39,145	39,388	39,157	38,801	38,528	38,417			* 40,817	40,465			

* September 30th Enrolments

** September 30th Enrolment Estimates

Prepared by Human Resources

November, 1991

Education Centre,
100 Main Street West,
HAMILTON, Ontario.

1991 11 14.

To the Chair and Members,
Personnel and Organization Committee.

Ladies and Gentlemen:

RE: REPORT ON CLASS SIZE STATISTICS, ELEMENTARY PANEL AS OF SEPTEMBER 30, 1991.

Attached please find a report on class size statistics for the Elementary panel as of September 30, 1991.

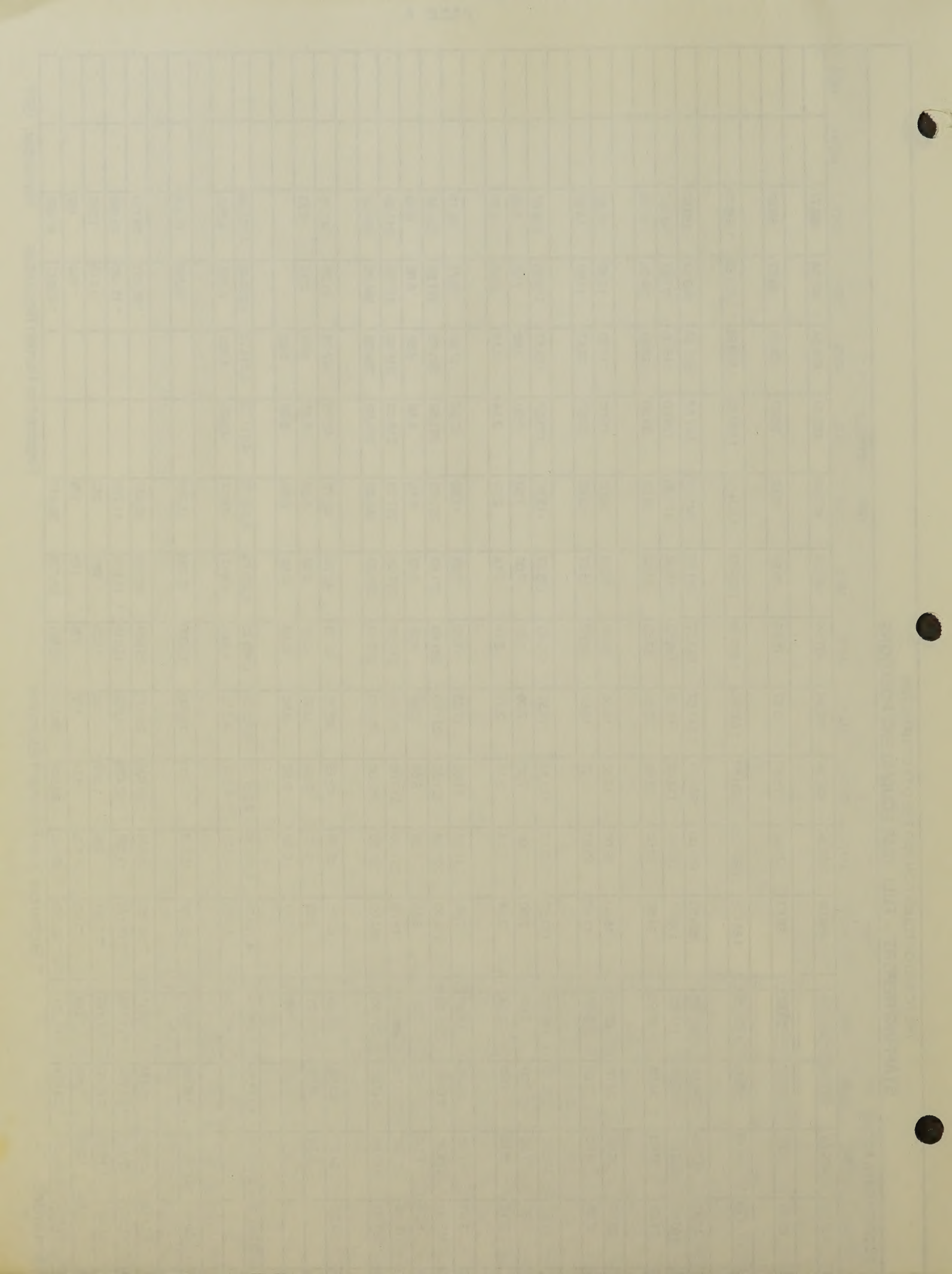
RECOMMENDATION:

That this report be received by the Board for information.

Prepared by: O. A. Jackson,
Supervisor, Research Services.

Submitted by: D. B. Sinclair,
Superintendent of Human Resources.

Approved by: K. A. Rielly,
Director of Education and Secretary.



Education Centre,
100 Main Street West,
HAMILTON, Ontario.

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ELEMENTARY SCHOOL AVERAGE CLASS SIZE
DATA AS OF SEPTEMBER 30, EACH YEAR

YEAR	JR KGN	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SP ED	GLD	GFTD	GRADES 1 - 8
1973-74	17.6	21.8	24.2	28.5	28.9	29.9	30.3	31.0	30.6	29.3	7.0	12.9		29.06
1974-75	18.3	22.7	24.0	28.1	28.5	29.4	30.0	30.1	30.8	29.3	7.1	12.5		28.54
1975-76	18.7	20.9	23.7	26.5	27.5	28.3	28.5	30.1	29.3	29.1	7.3	12.3		27.76
1976-77	17.9	20.5	23.6	26.6	28.1	28.8	28.7	29.6	28.5	28.4	7.7	12.5		27.61
1977-78	18.2	20.9	23.7	26.8	27.8	28.3	28.6	28.1	28.7	28.7	7.3	12.7		27.47
1978-79	18.4	20.0	23.7	26.7	27.8	29.4	29.1	29.4	28.5	27.8	7.1	12.4		27.58
1979-80	18.5	20.2	23.9	26.8	27.7	28.6	29.0	29.0	28.6	27.2	7.3	11.9		27.44
1980-81	18.9	21.0	24.4	26.4	28.3	28.5	29.7	30.1	28.2	27.2	7.3	11.9		27.67
1981-82	18.4	19.7	23.9	26.5	27.3	28.7	29.4	29.6	28.2	27.7	7.2	11.7		27.51
1982-83	18.5	20.2	24.3	26.5	27.1	29.0	30.2	29.1	27.5	28.6	7.4	11.1		27.58
1983-84	17.8	19.8	23.8	25.8	27.0	27.3	27.8	28.9	28.4	27.5	7.5	9.8	19.8	26.87
1984-85	18.0	19.2	24.0	25.6	27.2	27.9	28.7	28.3	27.7	28.4	7.6	9.0	19.8	27.00
1985-86	18.0	19.7	24.2	25.4	26.6	28.0	28.5	27.1	28.3	26.3	7.1	9.5	17.9	26.62
1986-87	18.2	20.6	24.0	25.5	26.7	27.4	28.4	27.9	28.6	26.3	7.8	9.8	17.1	26.67
1987-88	17.5	20.6	24.2	25.2	26.0	26.7	27.2	26.8	27.0	28.0	7.5	9.8	16.9	26.20
1988-89	17.9	19.3	23.6	24.6	25.3	26.3	26.8	25.4	27.1	26.1	7.4	8.2	18.4	25.45
1989-90	17.6	19.2	21.9	22.8	24.0	25.1	26.0	25.0	25.8	24.1	7.1	8.2	19.2	24.11
1990-91	17.9	19.4	21.8	22.9	23.9	24.6	25.9	24.8	25.2	25.4	7.2	8.8	20.5	24.08
991-92	17.38	19.98	22.07	23.25	23.72	24.58	25.67	25.24	24.50	25.82	7.45	10.38	19.07	24.15

Research Services Department
Hamilton Board of Education
October 15, 1991

AVERAGE CLASS SIZE BY GRADE: SEPTEMBER 30, 1991
SUMMARY FOR EACH AREA AND CITY TOTALS

	JRK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GPTD	SP ED	G.L.D.	TOTAL
AREA 1														
STUDENTS	616	792	830	689	779	763	507	589	581	493	82	189	86	6996
CLASSES	36	40	39	31	34	32	21	23	26	20	5	25	10	342
A.C.S.	17.11	19.80	21.28	22.23	22.91	23.84	24.14	25.61	22.35	24.65	16.40	7.56	8.60	20.46
AREA 2														
STUDENTS	482	610	671	669	581	549	530	493	484	471	92	166	41	5839
CLASSES	28	33	31	29	24	22	21	19	19	18	4	24	4	276
A.C.S.	17.21	18.48	21.65	23.07	24.21	24.95	25.24	25.95	25.47	26.17	23.00	6.92	10.25	21.16
AREA 3														
STUDENTS	666	827	819	736	741	684	689	628	618	529	48	222	91	7298
CLASSES	38	40	36	31	31	27	26	25	26	21	3	29	8	341
A.C.S.	17.53	20.68	22.75	23.74	23.90	25.33	26.50	25.12	23.77	25.19	16.00	7.66	11.38	21.40
AREA 4														
STUDENTS	530	628	681	626	603	536	559	562	522	495	64	151	31	5988
CLASSES	30	30	30	26	25	22	21	23	19	18	3	17	2	266
A.C.S.	17.67	20.93	22.70	24.08	24.12	24.36	26.62	24.43	27.47	27.50	21.33	8.88	15.50	22.51
CITY-WIDE														
STUDENTS	2294	2857	3001	2720	2704	2532	2285	2272	2205	1988	286	728	249	26121
CLASSES	132	143	136	117	114	103	89	90	90	77	15	95	24	1225
A.C.S.	17.38	19.98	22.07	23.25	23.72	24.58	25.67	25.24	24.50	25.82	19.07	7.66	10.38	21.32

SIZES OF ELEMENTARY CLASSES BY GRADE: SEPTEMBER 30, 1991

CLASS SIZE	JR KGN	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED	GPTD	TOTAL	CLASS SIZE
1														0	1
2												1		1	2
3														0	3
4											1	5		6	4
5											1	4		5	5
6											1	11		12	6
7											1	21		22	7
8											5	38		43	8
9											2	5		7	9
10	1										2	6		9	10
11		1							1		2		1	5	11
12	2	1									1	3		7	12
13	6	3							1		2			12	13
14	7	2									2		1	12	14
15	15	6	1						1		3		3	29	15
16	18	15						1	2		1			37	16
17	20	5	2	2	2	1			3	1			1	37	17
18	15	16	3		3			1	2				1	41	18
19	15	16	7	3	5	3	1	4	2	2			1	59	19
20	22	15	19	11	2	4	4	5	1	2			1	86	20
21	6	5	27	10	9	6	4	6	3	2				78	21
22	5	23	22	16	13	10	10	4	6	5			2	116	22
23		11	14	20	20	9	9	6	6	3			1	99	23
24		11	26	18	15	17	6	10	12	7			1	123	24
25		10	6	17	17	15	9	14	15	16			1	120	25
26		1	7	11	12	14	10	11	6	6			1	79	26
27		1		8	5	12	8	5	7	6				52	27
28			2	1	7	3	10	4	5	14				46	28
29		1			2	5	6	7	7	4				32	29
30					2	1	4	4	6	2				19	30
31						2	3		3	6				14	31
32							2	1	1	1				5	32
33						1	3	6						10	33
34								1						1	34
35														0	35
36														0	36
37														0	37
38														0	38
39														0	39
40														0	40
T.CLSS	132	143	136	117	114	103	89	90	90	77	24	94	15	1224	
T.PPLS	2294	2857	3001	2720	2704	2532	2285	2272	2205	1988	249	700	286	26093	
A.C.S.	17.38	19.98	22.07	23.25	23.72	24.58	25.67	25.24	24.50	25.82	10.38	7.45	19.07		
ADJUSTMENT FOR E.A.S.L. CLASS OMITTED FROM TABLE.....															28
TOTAL ENROLMENT: SEPTEMBER 30, 1991.....															26121

SIZES OF ELEMENTARY CLASSES BY GRADE: SEPTEMBER 30, 1991
Compensatory Program Only

CLASS SIZE	JR KGN	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED	GPTD	TOTAL	CLASS SIZE
2														0	2
3														0	3
4												1		1	4
5												1		1	5
6											1	2		3	6
7											2	5		7	7
8											3	9		12	8
9											1			1	9
10	1											3		4	10
11											2			2	11
12	1											1		2	12
13	2								1		2			5	13
14		2												2	14
15	3		1								1			5	15
16	4	2												6	16
17	6	2		1	1				2					12	17
18	2	5	1		2				1					11	18
19	3	5	3	2	3	1	1	2						20	19
20	6	4	8	4	1	1	1	4		2				31	20
21	1	1	7	5	3	3	1	4	1	1				27	21
22	2	4	6	5	3	2	3	3	3	1				32	22
23		2	1	4	5	4	2	1	3	1				23	23
24		1	5	7	5	7	1	3	4					33	24
25		3			3	2	2	4	1	5				20	25
26					2	1	3		1					7	26
27		1				2	2		2	1				8	27
28							2			3				5	28
29		1						1						2	29
30										1				1	30
31							1							1	31
32														0	32
33														0	33
34														0	34
35														0	35
36														0	36
37														0	37
38														0	38
39														0	39
40														0	40
T.CLSS	31	33	32	28	28	23	19	22	19	15	12	22	0	284	
T.PPLS	537	669	672	610	621	536	465	492	422	372	116	170	0	5682	
A.C.S.	17.32	20.27	21.00	21.79	22.18	23.30	24.47	22.36	22.21	24.80	9.67	7.73		20.01	

SIZES OF ELEMENTARY CLASSES BY GRADE: SEPTEMBER 28, 1990
 French Immersion Program Only

CLASS SIZE	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	CLASS SIZE
2										0	2
3										0	3
4										0	4
5										0	5
6										0	6
7										0	7
8										0	8
9										0	9
10										0	10
11									1	1	11
12										0	12
13										0	13
14										0	14
15	1	1								2	15
16	1							2		3	16
17				1						1	17
18	2									2	18
19	1	2		1				2		6	19
20	2		1		2					5	20
21		3	1	2		1			1	8	21
22	2	4	3		1	1				11	22
23	2			1		1				4	23
24		1	2		1			1	1	6	24
25			1		2	1				4	25
26				1	1			1		3	26
27			1		1	1	2	1	1	7	27
28				1	1		1			3	28
29				1		1	1	1		4	29
30										0	30
31										0	31
32							1			1	32
33										0	33
34										0	34
35										0	35
36										0	36
37										0	37
38										0	38
39										0	39
40										0	40
T.CLSS	11	11	9	8	9	6	5	8	4	71	
T.PPLS	216	228	207	184	217	147	143	176	83	1601	
A.C.S.	19.64	20.73	23.00	23.00	24.11	24.50	28.60	22.00	20.75	22.55	

AVERAGE CLASS SIZE IN REGULAR SCHOOLS EXCLUDING COMPENSATORY SCHOOLS
SEPTEMBER 30, 1991

	ALL SCHOOLS			COMPENSATORY SCHOOLS			REGULAR PROGRAM ONLY		
	ENRLMNT	NUMBER OF CLASSES	A.C.S.	ENRLMNT	NUMBER OF CLASSES	A.C.S.	ENRLMNT	NUMBER OF CLASSES	A.C.S.
JRK	2294	132	17.38	537	31	17.32	1757	101	17.40
KGN	2857	143	19.98	669	33	20.27	2188	110	19.89
GR1	3001	136	22.07	672	32	21.00	2329	104	22.39
GR2	2720	117	23.25	610	28	21.79	2110	89	23.71
GR3	2704	114	23.72	621	28	22.18	2083	86	24.22
GR4	2532	103	24.58	536	23	23.30	1996	80	24.95
GR5	2285	89	25.67	465	19	24.47	1820	70	26.00
GR6	2272	90	25.24	492	22	22.36	1780	68	26.18
GR7	2205	90	24.50	422	19	22.21	1783	71	25.11
GR8	1988	77	25.82	372	15	24.80	1616	62	26.06
GLD	249	24	10.38	116	12	9.67	133	12	11.08
SP ED	700	94	7.45	170	22	7.73	530	72	7.36
GFTD	286	15	19.07				286	15	19.07
TOTAL	26093	1224	21.32	5682	284	20.01	20411	940	21.71
GR1-8	19707	816	24.15	4190	186	22.53	15517	630	24.63

LOCATION OF LARGER CLASS: SEPTEMBER 30, 1991

CLASSES OF 31 (14 classes)

- 1 Burkholder Drive Grade 7
- 2 Cardinal Heights Grade 7
- 3 Cardinal Heights Grade 7
- 4 G. L. Armstrong Grade 8
- 5 Lawfield Grade 8
- 6 Lawfield Grade 8
- 7 Lawfield Grade 8
- 8 Red Hill Grade 5
- 9 Richard Beasley Grade 4
- 10 Rosedale Grade 5
- 11 Ryerson Grade 8
- 12 Ryerson Grade 8
- 13 Stinson Street Grade 5
- 14 Westwood Grade 4

CLASSES OF 32 (5 classes)

- 1 Burkholder Drive Grade 7
- 2 Lawfield Grade 8
- 3 Norwood Park Grade 6
- 4 Richard Beasley Grade 5
- 5 W. H. Ballard Grade 5

CLASSES OF 33 (10 classes)

- 1 Dalewood Grade 6
- 2 James Macdonald Grade 5
- 3 Richard Beasley Grade 5
- 4 Ryerson Grade 6
- 5 Ryerson Grade 6
- 6 W. H. Ballard Grade 4
- 7 W. H. Ballard Grade 5
- 8 W. H. Ballard Grade 6
- 9 W. H. Ballard Grade 6
- 10 W. H. Ballard Grade 6

CLASSES OF 34 (1 CLASS)

- 1 Dalewood Grade 6

LOCATION OF SMALLER CLASSES: SEPTEMBER 30, 1991

NOTE: Special education, junior kindergarten
and senior kindergarten classes are excluded.

CLASSES OF 11 (1 CLASS)

1 Adelaide Hoodless Grade 7

CLASSES OF 13 (1 CLASS)

1 Queen Mary Grade 7

CLASSES OF 15 (2 CLASSES)

1 Adelaide Hoodless Grade 7
2 Sanford Avenue Grade 1 (F I)

CLASSES OF 16 (3 CLASSES)

1 Dalewood Grade 7 (F I)
2 Dalewood Grade 7 (F I)
3 Hampton Heights Grade 6

NUMBER OF SPLIT GRADE CLASSES (A NINE YEAR REVIEW)
DATA AS OF SEPTEMBER 30, EACH YEAR

TYPE OF CLASS	NUMBER OF CLASSES BY YEAR										1991-92
	1982-83	1983-84	1984-85	1985-86	1986-87	1987-88	1988-89	1989-90	1990-91		
GR 1	103	91	90	93	95	95	102	112	115	112	
GR 1/2	34	41	44	41	42	46	42	47	39	45	
GR 2	51	59	52	57	55	55	66	74	83	76	
GR 2/3	46	41	41	37	42	39	43	40	35	47	
GR 3	42	46	50	47	49	54	58	68	68	67	
GR 3/4	44	42	38	37	32	35	35	35	41	35	
GR 4	42	40	44	45	47	44	47	53	61	60	
GR 4/5	45	49	33	37	35	41	44	41	38	44	
GR 5	50	50	58	56	57	58	57	63	66	71	
GR 5/6	9	10	5	6	6	5	5	6	7	2	
GR 6	84	80	79	80	78	81	84	84	85	90	
GR 6/7	1	1	8	2	3	2	1	3	1	1	
GR 7	92	86	76	77	72	79	78	81	83	87	
GR 7/8	1	3	3	7	5	6	4	4	7	3	
GR 8	80	85	80	78	78	71	76	79	77	76	
TOTAL CLASSES	724	724	701	700	696	711	742	790	806	816	
SPLIT G TOTAL	180	187	172	167	165	174	174	176	168	177	
% SPLIT CLASSES	24.86%	25.83%	24.54%	23.86%	23.71%	24.47%	23.45%	22.28%	20.84%	21.69%	

STATION	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
1000	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
2000	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
3000	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
4000	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
5000	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
6000	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
7000	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
8000	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
9000	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
10000	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

STATION 1000 1100 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100 2200 2300 2400 2500 2600 2700 2800 2900 3000 3100 3200 3300 3400

REPORT OF SUPPLY TEACHER USAGE - ELEMENTARY + SECONDARY - TOTAL TO SEP 30, 1991

	PERS. REASONS/ ILLNESS	FIELD WORK/ CO-INSTR. ACTIVITY	CONF./ SEMINAR/ MEETING OUTSIDE SYSTEM	PLANG/ CURR/CM/ IN-SERV./ MEETING INSIDE SYSTEM	IN SCHOOL MEET- ING	FEDER- ATION MATTERS	OTHER	NOT INDI- CATED	TOTAL DAYS	EXPENSE	LONG TERM OCCAS.	TOTAL EXPENSE	**1991 % SPENT	*1990 % SPENT
JANUARY								2093.0	2093.0	\$214,521				
FEBRUARY	21.5	1.0	1.0					2902.0	2925.5	\$299,856				
MARCH	773.5	37.0	38.5	102.5	35.0	14.5	75.0	153.0	1229.0	\$124,447				
APRIL	1352.0	84.0	82.5	206.5	121.5	22.5	77.5	181.0	2127.5	\$215,336				
MAY	1511.0	318.0	114.5	312.5	71.5	46.5	184.5	227.0	2785.5	\$282,869				
JUNE	795.0	145.5	23.5	151.5	41.5	16.0	9.05	163.5	1427.0	\$147,039				
JULY	0	0	0	0	0	0	0	0	0	0				
AUGUST	0	0	0	0	0	0	0	0	0	0				
SEPTEMBER	632.5	53.0	29.5	60.5	42.5	17.5	166.0	102.5	1,104.0	\$124,391				
OCTOBER														
NOVEMBER														
DECEMBER														
TOTALS	4,453.0	585.5	260.0	773.0	269.5	99.5	427.5	5,719.5	13,691.5	\$1,408,459	839,816	2,428,275	59.4	90.4

* 1990 Budget \$3,380,000

** 1991 Budget \$4,088,000

Note: The 'not indicated' column is overstated due to the fact that the new time sheet was not in effect for the months of January and February.
All days were entered into this column for these two months.

REPORT OF SUPPLY TEACHER USAGE - ELEMENTARY - TOTAL TO SEP 30, 1991

	PERS. REASONS/ ILLNESS	FIELD WORK/ CO-INSTR. ACTIVITY	CONF./ SEMINAR/ MEETING OUTSIDE SYSTEM	PLAN'G/ CURR'CM./ IN-SERV./ MEETING INSIDE SYSTEM	IN SCHOOL MEET- ING	FEDER- ATION MATTERS	OTHER	NOT INDI- CATED	TOTAL DAYS	EXPENSE	LONG TERM OCCAS.	TOTAL EXPENSE
JANUARY								1,758.5	1758.5	\$180,228		
FEBRUARY	21.5		1.0					2,338.5	2,361.0	\$242,002		
MARCH	584.5	9.0	15.5	72.0	35.0	12.5	17.5	95.5	841.5	\$85,210		
APRIL	1,070.0	28.0	55.5	158.0	120.5	19.5	48.0	118.0	1,617.5	\$163,723		
MAY	1,179.5	126.0	69.0	225.0	68.5	37.5	105.0	139.5	1,950.0	\$198,022		
JUNE	708.5	122.0	19.0	119.0	41.0	13.0	52.5	99.0	1,174.0	\$120,969		
JULY												
AUGUST												
SEPTEMBER	487.0	31.0	21.5	51.5	41.5	15.5	107.5	52.5	808.0	\$94,399		
OCTOBER												
NOVEMBER												
DECEMBER												
TOTALS	4,051.0	316.0	181.5	625.5	306.5	98.0	330.5	4,601.5	10,510.5	\$1,084,553	747,954	1,832,507

Note: The 'not indicated' column is overstated due to the fact that the new time sheet was not in effect for the months of January and February.
All days were entered into this column for these two months.

REPORT OF SUPPLY TEACHER USAGE - SECONDARY - TOTAL TO SEP 30, 1991

	PERS. REASONS/ ILLNESS	FIELD WORK/ CO-INSTR. ACTIVITY	CONF./ SEMINAR/ MEETING OUTSIDE SYSTEM	PLAN'G/ CURR'CM./ IN-SERV./ MEETING INSIDE SYSTEM	IN SCHOOL MEET- ING	FEDER- ATION MATTERS	OTHER	NOT INDI- CATED	TOTAL DAYS	EXPENSE	LONG TERM OCCAS.	TOTAL EXPENSE
JANUARY								334.5	334.5	\$34,293		
FEBRUARY		1.0						563.5	564.5	\$57,854		
MARCH	189.0	28.0	23.0	30.5		2.0	57.5	57.5	387.5	\$39,237		
APRIL	282.0	56.0	27.0	48.5	1.0	3.0	29.5	63.0	510.0	\$51,613		
MAY	331.5	192.0	45.5	87.5	3.0	9.0	79.5	87.5	835.5	\$84,847		
JUNE	86.5	23.5	4.5	32.5	.5	3.0	38.0	64.5	253.0	\$26,070		
JULY												
AUGUST												
SEPTEMBER	145.5	22.0	8.0	9.0	1.0	2.0	58.5	50.0	296.0	\$29,992		
OCTOBER												
NOVEMBER												
DECEMBER												
TOTALS	1034.5	322.5	108.0	208.0	5.5	19.0	263.0	1220.5	3181.0	\$323,906	271,862	595,768

Note: The 'not indicated' column is overstated due to the fact that the new time sheet was not in effect for the months of January and February.
All days were entered into this column for these two months.

REPORT OF LABORATORY ANALYSIS - WATER QUALITY

DATE	TIME	LOCATION	DEPTH	TEMPERATURE	PH	D.O.	TOTAL SOLIDS	COLOUR	ODOUR	TOXICITY	ANALYST
10/10/2018	10:30	LAKE MICHIGAN	10m	15.5	7.8	12.5	150	15	0	0	J. Smith
10/10/2018	11:00	LAKE MICHIGAN	20m	12.0	7.5	10.0	120	10	0	0	J. Smith
10/10/2018	11:30	LAKE MICHIGAN	30m	10.0	7.2	8.0	100	5	0	0	J. Smith
10/10/2018	12:00	LAKE MICHIGAN	40m	8.5	7.0	6.0	80	2	0	0	J. Smith
10/10/2018	12:30	LAKE MICHIGAN	50m	7.0	6.8	5.0	60	1	0	0	J. Smith
10/10/2018	13:00	LAKE MICHIGAN	60m	6.0	6.5	4.0	40	0	0	0	J. Smith
10/10/2018	13:30	LAKE MICHIGAN	70m	5.0	6.2	3.0	30	0	0	0	J. Smith
10/10/2018	14:00	LAKE MICHIGAN	80m	4.0	6.0	2.0	20	0	0	0	J. Smith
10/10/2018	14:30	LAKE MICHIGAN	90m	3.0	5.8	1.0	10	0	0	0	J. Smith
10/10/2018	15:00	LAKE MICHIGAN	100m	2.0	5.5	0.5	5	0	0	0	J. Smith
10/10/2018	15:30	LAKE MICHIGAN	110m	1.0	5.2	0.2	2	0	0	0	J. Smith
10/10/2018	16:00	LAKE MICHIGAN	120m	0.5	5.0	0.1	1	0	0	0	J. Smith
10/10/2018	16:30	LAKE MICHIGAN	130m	0.2	4.8	0.0	0	0	0	0	J. Smith
10/10/2018	17:00	LAKE MICHIGAN	140m	0.1	4.5	0.0	0	0	0	0	J. Smith
10/10/2018	17:30	LAKE MICHIGAN	150m	0.0	4.2	0.0	0	0	0	0	J. Smith
10/10/2018	18:00	LAKE MICHIGAN	160m	0.0	4.0	0.0	0	0	0	0	J. Smith
10/10/2018	18:30	LAKE MICHIGAN	170m	0.0	3.8	0.0	0	0	0	0	J. Smith
10/10/2018	19:00	LAKE MICHIGAN	180m	0.0	3.5	0.0	0	0	0	0	J. Smith
10/10/2018	19:30	LAKE MICHIGAN	190m	0.0	3.2	0.0	0	0	0	0	J. Smith
10/10/2018	20:00	LAKE MICHIGAN	200m	0.0	3.0	0.0	0	0	0	0	J. Smith
10/10/2018	20:30	LAKE MICHIGAN	210m	0.0	2.8	0.0	0	0	0	0	J. Smith
10/10/2018	21:00	LAKE MICHIGAN	220m	0.0	2.5	0.0	0	0	0	0	J. Smith
10/10/2018	21:30	LAKE MICHIGAN	230m	0.0	2.2	0.0	0	0	0	0	J. Smith
10/10/2018	22:00	LAKE MICHIGAN	240m	0.0	2.0	0.0	0	0	0	0	J. Smith
10/10/2018	22:30	LAKE MICHIGAN	250m	0.0	1.8	0.0	0	0	0	0	J. Smith
10/10/2018	23:00	LAKE MICHIGAN	260m	0.0	1.5	0.0	0	0	0	0	J. Smith
10/10/2018	23:30	LAKE MICHIGAN	270m	0.0	1.2	0.0	0	0	0	0	J. Smith
10/10/2018	24:00	LAKE MICHIGAN	280m	0.0	1.0	0.0	0	0	0	0	J. Smith
10/10/2018	24:30	LAKE MICHIGAN	290m	0.0	0.8	0.0	0	0	0	0	J. Smith
10/10/2018	25:00	LAKE MICHIGAN	300m	0.0	0.5	0.0	0	0	0	0	J. Smith
10/10/2018	25:30	LAKE MICHIGAN	310m	0.0	0.2	0.0	0	0	0	0	J. Smith
10/10/2018	26:00	LAKE MICHIGAN	320m	0.0	0.0	0.0	0	0	0	0	J. Smith
10/10/2018	26:30	LAKE MICHIGAN	330m	0.0	0.0	0.0	0	0	0	0	J. Smith
10/10/2018	27:00	LAKE MICHIGAN	340m	0.0	0.0	0.0	0	0	0	0	J. Smith
10/10/2018	27:30	LAKE MICHIGAN	350m	0.0	0.0	0.0	0	0	0	0	J. Smith
10/10/2018	28:00	LAKE MICHIGAN	360m	0.0	0.0	0.0	0	0	0	0	J. Smith
10/10/2018	28:30	LAKE MICHIGAN	370m	0.0	0.0	0.0	0	0	0	0	J. Smith
10/10/2018	29:00	LAKE MICHIGAN	380m	0.0	0.0	0.0	0	0	0	0	J. Smith
10/10/2018	29:30	LAKE MICHIGAN	390m	0.0	0.0	0.0	0	0	0	0	J. Smith
10/10/2018	30:00	LAKE MICHIGAN	400m	0.0	0.0	0.0	0	0	0	0	J. Smith

Notes: All samples were collected from the same location and depth. The water was clear and free of any visible debris or sediment. The temperature decreased steadily with depth, and the pH remained relatively stable. The dissolved oxygen (D.O.) levels were low, indicating a hypoxic environment. The total solids, colour, and odour were all within acceptable limits for drinking water. The toxicity test results were negative, indicating no acute toxicity to the test organisms.

Education Centre
100 Main Street West
Hamilton, Ontario
1991 11 14

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teacher be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Radia Younes (S), 1991 11 25, 2/6 (1/3 Semester 1 only)

(New Position due to increased enrolment - contract needs)

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

Reciprocal Transfers

(a) That the following teacher be transferred from the Secondary Panel to the Elementary Panel (Reciprocal), effective 1991 10 21:

Jody Shaboluk (.8)

(Replacement)

5. TIMETABLE CHANGES

(a) That the following timetable change be approved, effective 1991 10 24, with salary according to the salary schedule:

David O'Connor ((E), .5 to .7

(New Position .2 due to increase in enrolment)

6. RETIREMENTS

(a) (i) That the resignation of Paul Simpson, Secondary School Vice-Principal, for the purpose of retirement, effective 1992 01 31, be accepted with regret and that the Board's gratuity be paid.

(ii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Tarunika Mansaram (S), 1991 10 31

Ronald Mills (S), 1992 06 30

Doris Wakabayashi (E), 1992 06 30

7. LEAVING EMPLOYMENT

(a) That the date for the following teacher to leave the employ of the Board be approved:

Jean Schaeffer (E), 1991 12 31

8. LEAVES**Leave of Absence**

(a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Biljana Arsovic Filice (E), 1991 12 06 to 1992 06 30
 Sandra Easterbrook (E), 1991 11 11 to 1992 06 30
 Gylaine Fortin (E), 1992 01 01 to 1992 12 31
 Paula Friend (E), 1991 11 18 to 1992 03 13
 Barbara Griffith (E), 1991 12 16 to 1992 06 30
 Karen Kasik (S), 1992 01 06 to 1992 05 01
 Shirley Knight (E), 1992 01 01 to 1992 08 31
 Angela Leone-Camilleri (E), 1991 12 02 to 1992 01 31
 Elizabeth Rutherford (S), 1992 01 06 to 1992 07 10
 Mary Jane Stevens (E), 1992 02 03 to 1992 08 31
 Melda Wales (E), 1992 02 03 to 1992 08 31

(b) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Dina Forewell (Educational and Lunchroom Assistant Staff), 1992 01 20 to 1992 07 24
 Megan Jones (Secondary School Clerical and Secretarial Staff), 1991 11 05 to 1992 01 31
 Susan Radford (Professional and Student Services Personnel Staff), 1991 09 01 to 1992 08 31
 Marianna Tulumello-Cappelletti (Secondary School Clerical and Secretarial Staff), 1992 07 23 to 1993 07 23

Return from Leave of Absence

(a) That the following teacher be returned from Leave of Absence and assigned teaching duties, effective as shown:

Jeannette Janssen-Sjostrom (S), 1991 11 25

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Linda Bone (E), 1991 10 18 to further notice
 Susan Connolly (E), 1991 10 01 to further notice
 Doris Coulter (S), 1991 09 03 to 1991 10 11
 Virginia Hewick (E), 1991 10 25 to further notice
 Laura Hrincu (S), 1991 09 30 to 1991 11 01
 Barbara Jarrett (S), 1991 09 01 to 1991 11 22
 Patricia Jerome (E), 1991 10 18 to further notice (.5)
 Elizabeth Peller (E), 1991 09 03 to further notice
 Delores Ruff (E), 1991 10 01 to further notice
 Paul Szczyry (S), 1991 09 17 to 1991 10 08

10. OTHER - Nil

Respectfully submitted,

K. A. Rielly
 Director of Education
 and Secretary

REQUEST FOR "FOUR OVER FIVE" PLAN

(a) That approval be granted for the request of the following teacher for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Collective Agreement, effective as shown:

Dorothy A. Willson (S), 1993-94 School Year

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URBAN/MUNICIPAL
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A36

AGENDA

PERSONNEL & ORGANIZATION COMMITTEE

1991 12 12

Confirmation of the minutes of the regular meeting of 1991 11 14.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Educational Assistant, S.A.L.E.P. - Update Pages 1 to 8

NEW BUSINESS:

1. Recommendations of the Director of Education Page 9
2. (a) Staffing Report Page 10
- (b) Report on Supply Teachers Pages 11 to 13
3. Report of the Affirmative Action/Employment Equity Committee Pages 14 to 20

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 21 to 24,
Page 24A
2. Request for "Four Over Five" Plan Page 25

The Board of Education
for the City of Hamilton
100 Main St., West
Hamilton, Ontario

L8N 3L1

1991 12 12

To: The Chairman and Members
Personnel and Organization Committee
The Board of Education for the City of Hamilton

Ladies and Gentlemen:

Re: Educational Assistant S.A.L.E.P.

BACKGROUND

Students that come before the S.A.L.E.P. subcommittee are generally suffering from very low self esteem because of a multitude of forces that have impinged on their lives. In order to reestablish a new level of confidence they require much individual assistance. Although these students appear to understand the goals of counselling while in the S.A.L.E.P. office, they have great difficulty transferring this knowledge to their efforts in the outside world — i.e. filling out application forms, job searching, etc. A staff member (Educational Assistant) was needed to assist in this regard.

The concept and necessity of this position was presented to the S.A.L.E.P. Committee in the fall of 1988. The direction at that time was to prepare a role description for the next S.A.L.E.P. Committee Meeting. This was prepared and accepted at the meeting in the fall of 1989.

The Board gave approval for this position on January 18, 1990. Discussion followed with staff from the Human Resources Department and representatives of O.P.E.I.U. in order to determine the best "vehicle" to use to fill the position — i.e.: a Job Experience Placement, a Special Assignment, etc. Interviews were held and Karen Dell assumed this special assignment position on March 26, 1990.

UPDATE

At this time, we wish to present this update on the Educational Assistant's Role in the S.A.L.E.P. process.

Much of the role involves going out with the student, either individually or in small groups, in order to assist the student in obtaining a job. This requires both coaching and modeling on the part of the Educational Assistant. (*See Appendix #1 - Coaching Checklist.*)

The Educational Assistant:

- will follow up on the instructions that were given during group sessions,
- will assist the student in filling out application forms correctly,
- will accompany the student to a new educational alternative,
- will demonstrate how to respond appropriately in an interview situation, and
- will help the student in life skills endeavors such as obtaining a Social Insurance Number or Birth Certificate, opening up a bank account, etc.

Because of this recognized supervised approach and the resulting success of the students, we continue to establish working relationships with employers who are prepared to take a chance on these high risk students.

Chairman & Members Personnel and Organization Committee

UPDATE cont.

Similar strategies are used to help the student "bridge" the transition from the S.A.L.E.P. Job Search/Life Skills program to such community programs as the John Howard Society, Winter W.O.W. Program and the various Youth Employment Programs.

There is a great deal of paper work attached to the S.A.L.E.P. role. The Board must be able to authenticate which of its students are on S.A.L.E.P. in order to get the appropriate grants. Also every student who is working has to be covered by Workers' Compensation either through the Ministry of Education or through the Employer. The complicating factor to these two tasks is that every time a student on S.A.L.E.P. changes jobs, new forms have to be filled out and they all require multiple signatures. Because of the involvement of the Educational Assistant, we are better able to keep this important function under control. Examples of the aforementioned paper work include: Documents of Approval, Interim Contracts (Job Search/Life Skills), Workers' Compensation Agreement and Correspondence Application Forms.

An obvious need that has had to be addressed is the transitional difficulty students have in re-entering the school system after completing a S.A.L.E.P. program. In order to assist in this a Re-entry Assistance Program (R.A.P.) has been initiated on a pilot basis. The Educational Assistant systematically withdraws support as the student successfully readjusts to the school setting.

STATISTICAL REPORT

- Attached to this report is *appendix #2* which documents the work that has been done by the Educational Assistant/S.A.L.E.P.

FINANCIAL IMPLICATIONS

When this position was posted as a special assignment, the successful candidate carried the "grade and job class" from their previous position. (The present incumbent was rated as a grade 4 coming from a Junior Kindergarten program.) We are presently in the process of having this position evaluated in this regard by Pay Equity Staff. However, the salary range on a 35 hour week seems to be from \$19,488 to \$20,944 on a yearly (40 week) basis using the present contract agreement.

IN SUMMARY

The S.A.L.E.P. Program attempts to meet the special needs of a select group of 14 and 15 year old students. Our S.A.L.E.P. Consultant/Social Worker needed a resource who would assist in a practical way in the transition from office counselling and instruction to actual employment. Students and families benefit directly from this approach. Of equal importance is the fact that we are better able to meet the requirements for the S.A.L.E.P. role legislated by such parties as the Ministry of Education, Workers' Compensation, and the Occupational Health and Safety Act.

**Chairman & Members
Personnel and Organization Committee**

RECOMMENDATION

In light of the severe economic times that we are experiencing in the Hamilton area and the resulting support that these students need, and in light of the ongoing review by the Student Support Services Action Team, it is recommended that this special assignment position be extended to June, 1992.

Prepared by:

Diane P. Sayers,
Consultant, S.A.L.E.P.

Bryan Schofield
Coordinator
Adjustment Services

Submitted by:

Darrel R. Skidmore
Superintendent of Program

Approved by:

Keith A. Rielly
Director & Secretary
of the Board

1911

The following is a list of the names of the persons who have been elected to the office of Justice of the Peace for the year 1911. The names are listed in alphabetical order of their surnames. The names of the persons who have been elected to the office of Justice of the Peace for the year 1911 are as follows:

John A. Smith
John B. Smith
John C. Smith
John D. Smith
John E. Smith
John F. Smith
John G. Smith
John H. Smith
John I. Smith
John J. Smith
John K. Smith
John L. Smith
John M. Smith
John N. Smith
John O. Smith
John P. Smith
John Q. Smith
John R. Smith
John S. Smith
John T. Smith
John U. Smith
John V. Smith
John W. Smith
John X. Smith
John Y. Smith
John Z. Smith

The following is a list of the names of the persons who have been elected to the office of Justice of the Peace for the year 1911. The names are listed in alphabetical order of their surnames. The names of the persons who have been elected to the office of Justice of the Peace for the year 1911 are as follows:

John A. Smith
John B. Smith
John C. Smith
John D. Smith
John E. Smith
John F. Smith
John G. Smith
John H. Smith
John I. Smith
John J. Smith
John K. Smith
John L. Smith
John M. Smith
John N. Smith
John O. Smith
John P. Smith
John Q. Smith
John R. Smith
John S. Smith
John T. Smith
John U. Smith
John V. Smith
John W. Smith
John X. Smith
John Y. Smith
John Z. Smith

PAGE 4
TABLE #1
KAREN DELL
SALEP ASSISTANT
STATISTICAL REPORT FOR THE PILOT PROJECT (1991)

	Apr-June 1990	Sept-June 1990/1991	September 1991	October 1991
INTERVIEWS	1	35		
HOME CONTACTS - PHONE	131	536	3	51
HOME VISITS	56	105	3	12
EMPLOYER CONTACTS - PHONE	116	217	10	4
- ON SITE	95	58	3	28
SCHOOL CONTACTS - PHONE	11	83		
SCHOOL VISITS	4	17		
CONSULTATIONS - SYSTEM	35	348	9	23
- COMMUNITY	18	69		
CONFERENCES - SYSTEM	-	21		
- COMMUNITY	3	2		1
GROUP SESSIONS	7	11		
■ JOB SEARCH IN COMMUNITY WITH STUDENT (COACHING)	4	53	1	8
■ NUMBER OF STUDENTS SERVICED	108	374	10	10
■ WORKER'S COMPENSATION FORMS PROCESSED	27	42		
■ 4 SIGNATURES			2	1
■ BACKLOG _____				
■ CONTRACT'S PROCESSED				
■ 3 SIGNATURES	47	48		4
■ BACKLOG _____				
■ KILOMETERS TRAVELLED	879	2,900	88	209
■ SALEP (Hearings)		40	2	4
■ OTHER (Salep Update, Group Office)		16	8	2

TABLE 1. SUMMARY OF DATA FOR THE STUDY AREA

STATION	DATE	TIME	WIND DIRECTION	WIND SPEED	TEMPERATURE	HUMIDITY	SEA STATE	WAVE PERIOD	WAVE HEIGHT	WAVE DIRECTION	WAVE SLOPE	WAVE PERIOD	WAVE HEIGHT	WAVE DIRECTION	WAVE SLOPE
1	10/10/1981	10:00	100	10	15	75	1	10	1.5	100	10	10	1.5	100	10
2	10/10/1981	11:00	110	12	16	78	2	12	1.8	110	12	12	1.8	110	12
3	10/10/1981	12:00	120	15	17	80	3	15	2.0	120	15	15	2.0	120	15
4	10/10/1981	13:00	130	18	18	82	4	18	2.2	130	18	18	2.2	130	18
5	10/10/1981	14:00	140	20	19	85	5	20	2.5	140	20	20	2.5	140	20
6	10/10/1981	15:00	150	22	20	88	6	22	2.8	150	22	22	2.8	150	22
7	10/10/1981	16:00	160	25	21	90	7	25	3.0	160	25	25	3.0	160	25
8	10/10/1981	17:00	170	28	22	92	8	28	3.2	170	28	28	3.2	170	28
9	10/10/1981	18:00	180	30	23	95	9	30	3.5	180	30	30	3.5	180	30
10	10/10/1981	19:00	190	32	24	98	10	32	3.8	190	32	32	3.8	190	32
11	10/10/1981	20:00	200	35	25	100	11	35	4.0	200	35	35	4.0	200	35
12	10/10/1981	21:00	210	38	26	102	12	38	4.2	210	38	38	4.2	210	38
13	10/10/1981	22:00	220	40	27	105	13	40	4.5	220	40	40	4.5	220	40
14	10/10/1981	23:00	230	42	28	108	14	42	4.8	230	42	42	4.8	230	42
15	10/10/1981	00:00	240	45	29	110	15	45	5.0	240	45	45	5.0	240	45
16	10/10/1981	01:00	250	48	30	112	16	48	5.2	250	48	48	5.2	250	48
17	10/10/1981	02:00	260	50	31	115	17	50	5.5	260	50	50	5.5	260	50
18	10/10/1981	03:00	270	52	32	118	18	52	5.8	270	52	52	5.8	270	52
19	10/10/1981	04:00	280	55	33	120	19	55	6.0	280	55	55	6.0	280	55
20	10/10/1981	05:00	290	58	34	122	20	58	6.2	290	58	58	6.2	290	58
21	10/10/1981	06:00	300	60	35	125	21	60	6.5	300	60	60	6.5	300	60
22	10/10/1981	07:00	310	62	36	128	22	62	6.8	310	62	62	6.8	310	62
23	10/10/1981	08:00	320	65	37	130	23	65	7.0	320	65	65	7.0	320	65
24	10/10/1981	09:00	330	68	38	132	24	68	7.2	330	68	68	7.2	330	68
25	10/10/1981	10:00	340	70	39	135	25	70	7.5	340	70	70	7.5	340	70
26	10/10/1981	11:00	350	72	40	138	26	72	7.8	350	72	72	7.8	350	72
27	10/10/1981	12:00	360	75	41	140	27	75	8.0	360	75	75	8.0	360	75
28	10/10/1981	13:00	370	78	42	142	28	78	8.2	370	78	78	8.2	370	78
29	10/10/1981	14:00	380	80	43	145	29	80	8.5	380	80	80	8.5	380	80
30	10/10/1981	15:00	390	82	44	148	30	82	8.8	390	82	82	8.8	390	82
31	10/10/1981	16:00	400	85	45	150	31	85	9.0	400	85	85	9.0	400	85
32	10/10/1981	17:00	410	88	46	152	32	88	9.2	410	88	88	9.2	410	88
33	10/10/1981	18:00	420	90	47	155	33	90	9.5	420	90	90	9.5	420	90
34	10/10/1981	19:00	430	92	48	158	34	92	9.8	430	92	92	9.8	430	92
35	10/10/1981	20:00	440	95	49	160	35	95	10.0	440	95	95	10.0	440	95
36	10/10/1981	21:00	450	98	50	162	36	98	10.2	450	98	98	10.2	450	98
37	10/10/1981	22:00	460	100	51	165	37	100	10.5	460	100	100	10.5	460	100
38	10/10/1981	23:00	470	102	52	168	38	102	10.8	470	102	102	10.8	470	102
39	10/10/1981	00:00	480	105	53	170	39	105	11.0	480	105	105	11.0	480	105
40	10/10/1981	01:00	490	108	54	172	40	108	11.2	490	108	108	11.2	490	108
41	10/10/1981	02:00	500	110	55	175	41	110	11.5	500	110	110	11.5	500	110
42	10/10/1981	03:00	510	112	56	178	42	112	11.8	510	112	112	11.8	510	112
43	10/10/1981	04:00	520	115	57	180	43	115	12.0	520	115	115	12.0	520	115
44	10/10/1981	05:00	530	118	58	182	44	118	12.2	530	118	118	12.2	530	118
45	10/10/1981	06:00	540	120	59	185	45	120	12.5	540	120	120	12.5	540	120
46	10/10/1981	07:00	550	122	60	188	46	122	12.8	550	122	122	12.8	550	122
47	10/10/1981	08:00	560	125	61	190	47	125	13.0	560	125	125	13.0	560	125
48	10/10/1981	09:00	570	128	62	192	48	128	13.2	570	128	128	13.2	570	128
49	10/10/1981	10:00	580	130	63	195	49	130	13.5	580	130	130	13.5	580	130
50	10/10/1981	11:00	590	132	64	198	50	132	13.8	590	132	132	13.8	590	132
51	10/10/1981	12:00	600	135	65	200	51	135	14.0	600	135	135	14.0	600	135
52	10/10/1981	13:00	610	138	66	202	52	138	14.2	610	138	138	14.2	610	138
53	10/10/1981	14:00	620	140	67	205	53	140	14.5	620	140	140	14.5	620	140
54	10/10/1981	15:00	630	142	68	208	54	142	14.8	630	142	142	14.8	630	142
55	10/10/1981	16:00	640	145	69	210	55	145	15.0	640	145	145	15.0	640	145
56	10/10/1981	17:00	650	148	70	212	56	148	15.2	650	148	148	15.2	650	148
57	10/10/1981	18:00	660	150	71	215	57	150	15.5	660	150	150	15.5	660	150
58	10/10/1981	19:00	670	152	72	218	58	152	15.8	670	152	152	15.8	670	152
59	10/10/1981	20:00	680	155	73	220	59	155	16.0	680	155	155	16.0	680	155
60	10/10/1981	21:00	690	158	74	222	60	158	16.2	690	158	158	16.2	690	158
61	10/10/1981	22:00	700	160	75	225	61	160	16.5	700	160	160	16.5	700	160
62	10/10/1981	23:00	710	162	76	228	62	162	16.8	710	162	162	16.8	710	162
63	10/10/1981	00:00	720	165	77	230	63	165	17.0	720	165	165	17.0	720	165
64	10/10/1981	01:00	730	168	78	232	64	168	17.2	730	168	168	17.2	730	168
65	10/10/1981	02:00	740	170	79	235	65	170	17.5	740	170	170	17.5	740	170
66	10/10/1981	03:00	750	172	80	238	66	172	17.8	750	172	172	17.8	750	172
67	10/10/1981	04:00	760	175	81	240	67	175	18.0	760	175	175	18.0	760	175
68	10/10/1981	05:00	770	178	82	242	68	178	18.2	770	178	178	18.2	770	178
69	10/10/1981	06:00	780	180	83	245	69	180	18.5	780	180	180	18.5	780	180
70	10/10/1981	07:00	790	182	84	248	70	182	18.8	790	182	182	18.8	790	182
71	10/10/1981	08:00	800	185	85	250	71	185	19.0	800	185	185	19.0	800	185
72	10/10/1981	09:00	810	188	86	252	72	188	19.2	810	188	188	19.2	810	188
73	10/10/1981	10:00	820	190	87	255	73	190	19.5	820	190	190	19.5	820	190
74	10/10/1981	11:00	830	192	88	258	74	192	19.8	830	192	192	19.8	830	192
75	10/10/1981	12:00	840	195	89	260	75	195	20.0	840	195	195	20.0	840	195
76	10/10/1981	13:00	850	198	90	262	76	198	20.2	850	198	198	20.2	850	198
77	10/10/1981	14:00	860	200	91	265	77	200	20.5	860	200	200	20.5	860	200
78	10/10/1981	15:00	870	202	92	268	78	202	20.8	870	202	202	20.8	870	202
79	10/10/1981	16:00	880	205	93	270	79	205	21.0	880	205	205	21.0	880	205
80	10/10/1981	17:00	890	208	94	272	80	208	21.2	890	208	208	21.2	890	208
81	10/10/1981	18:00	900	210	95	275	81	210	21.5	900	210	210	21.5	900	210
82	10/10/1981	19:00	910	212	96	278	82	212	21.8	910	212	212	21.8	910	212
83	10/10/1981	20:00	920	215	97	280	83	215	22.0	920	215	215	22.0	920	215
84	10/10/1981	21:00	930	218	98	282	84	218	22.2	930	218	218	22.2	930	218
85	10/10/1981	22:00	940	220	99	285	85	220	22.5	940	220	220	22.5	940	220
86	10/10/1981	23:00	950	222	100	288	86	222	22.8	950	222	222	22.8	950	222
87	10/10/1981	00:00	960	225	101	290	87	225	23.0	960	225	225	23.0	960	225
88	10/10/1981	01:00	970	228	102	292	88	228	23.2</						

2.

SIN #

weekly job leads - yes/no

Pen

*problems with job search

Pocket money

skills: _____

*aware of plan for the day _____

*specific problems with _____

preparation skills: _____

Overall Skill Level:

1) excellent/good/weak

2) independent/needs some assistance/needs lot of assistance

3) needs hands-on role modelling

4) progression of skill building over sessions 1-2-3-4

excellent/good/fair/poor

Comments and Summary: _____

Date of next session: _____

TO BE POSTED ON THE BULLETIN BOARD

Post Notice _____

SPECIAL ASSIGNMENT
EDUCATIONAL ASSISTANT - S.A.L.E.P.

The Board is offering a temporary, full-time position for an Educational Assistant from the Permanent Staff to work with the S.A.L.E.P. (Supervised Alternative Learning for Excused Pupils) Consultant. The position currently is available on a pilot basis with an evaluation of the role to be presented to the Board in June, 1990. If the position is approved by the Board to become a regular assignment for the 1990-1991 school year, it will be re-advertised as a Job Vacancy Notice at the end of June 1990, and, as such, available to all members of the permanent Educational Assistant Staff.

This position will be attractive to Educational Assistants from the Permanent Staff with the appropriate qualifications (see attached) wanting an alternative work experience for a temporary assignment to the end of June 1990.

GENERAL

- RESPONSIBILITIES:
1. To work with referrals from the Co-ordinator of Adjustment Services via the SALEP Consultant in the following areas:
 - (a) To assist the SALEP Consultant in group processes.
 - (b) To work one to one or in small groups with students in their job search practicum - i.e. as required, coaching and monitoring students as they visit government offices for Social Insurance Numbers, as they visit prospective employers to fill out application forms and participate in interviews, etc.
 - (c) (i) As necessary, to follow up the approved SALEP contract by contacting appropriate parties (parents, students, employers) whose signatures are required on such forms as the SALEP contract, the Workers' Compensation application etc.
 - (ii) To follow up approved SALEP contract changes by contacting the appropriate parties (parents, students, employers) whose signatures are required on such forms as the SALEP contract, the Workers' Compensation application etc.

continued...

ial Assignment

ge 2

Educational Assistant - S.A.L.E.P.

2. To accept such other assignments from the Co-ordinator of Adjustment Services as will assist the SALEP Consultant in his/her work and for which the qualifications and experience of this Educational Assistant are appropriate.

RESPONSIBLE TO: Co-ordinator of Adjustment Services

DATES AND CONDITIONS OF EMPLOYMENT: 1990 02 26 - 1990 06 29

Salary and working conditions will be subject to the terms of the Collective Agreement with the Office and Professional Employees' International Union (O.P.E.I.U.), Local 527 (representing all Educational Assistants and Lunchroom Assistants).

LOCATION: Curriculum, Special and Educational Services, Education Centre Adjustment Services Department

GENERAL QUALIFICATIONS:

- (a) Child Care Worker Diploma or Social Services Worker Diploma, or Equivalent.
- (b) Experience working with young adolescents and their problems in an educational setting, combined with good interpersonal skills to interact with students, school personnel, parents, employers, and community agencies.
- (c) Understanding of and acceptance of school policies, procedures, and programs.
- (d) Interest in working in the field of education (experience preferred).

APPLICATIONS:

Educational Assistants from the Permanent Staff who are interested in this position are invited to submit a resume and letter of application outlining how your qualification and experience relate to this temporary, special assignment. Applications should be forwarded to the attention of Linda Slade, Personnel Assistant, by 5 p.m., February 1990.

If you have any questions about the general responsibilities of this position, please call Bryan Schofield, Co-ordinator, Adjustment Services, Extension 365.

Questions regarding the conditions of employment should be directed to Linda Slade Extension 520.

Education Centre
100 Main Street West
Hamilton, Ontario
1991 12 12

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Kelley Straitton (Accounts Payable Clerk - Grade 6, Probationary Clerical and Technical Staff), 1991 12 23 (Replacement)

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Jean Friesen (Senior Accounting Analyst [.5] - Grade 12, Administrative Staff), 1992 01 06 (Replacement)

Tammy Willemsen (Payroll Clerk [.5] - Grade 5, Clerical and Technical Staff), 1992 01 06 (Replacement)

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignation of the following staff for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Roderick A. Chisholm (Accounting Supervisor - Grade 14, Administrative Staff), 1992 01 31

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Return from Leave of Absence

(a) That the following staff be returned from Leaves of Absence, effective as shown:

Lucy Veerman (Administrative Staff), 1991 12 16

Tammy Willemsen (Clerical and Technical Staff), 1992 01 06 (.5)

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHERS - Nil

Respectfully submitted,

K. A. Rielly
Director of Education
and Secretary

to the Board of Directors
to the Board of Directors
to the Board of Directors

I have the honor to acknowledge the receipt of your letter of the 11th inst.

in relation to the matter of the proposed change in the name of the company.

The Board of Directors has considered the matter and has decided to recommend that the name of the company be changed to the proposed name.

The Board of Directors has also decided to recommend that the proposed change in the name of the company be approved.

The Board of Directors has also decided to recommend that the proposed change in the name of the company be approved.

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The Board of Directors has also decided to recommend that the proposed change in the name of the company be approved.

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

1989	1990	JAN	FEB	MAR	APR	MAY	JUN	1991 ACTUALS			OCT	NOV	DEC	1991 BUDGET
								JUL	AUG	SEPT				
491.54	493.54	492.54	492.54	492.54	487.54	487.54	487.54	486.54	486.54	487.04	486.71	486.71		486.04
76.7	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	66.67	66.67	66.67		66.67
1,628.35	1,631.25	1,631.65	1,631.65	1,631.65	1,634.65	1,634.65	1,634.65	1,634.65	1,634.65	1,661.85	1,659.75	1,659.75		1,651.25
841.00	841.67	841.67	841.67	841.67	841.67	841.67	841.67	841.67	841.67	849.34	850.67	850.67		850.50
116.67	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	107.67	107.67	107.67		116.17
33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50	34.00	34.00	34.00		34.00
16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00		16.00
13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	14.67	14.67	14.67		13.67
113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	116.36	118.07	118.50		113.57
7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00		7.00
2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.00	2.00	2.00		2.14
17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	16.71	16.71	16.71		17.68
221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	223.43		216.50
6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56		6.56
217.00	217.00	217.00	217.00	217.00	217.00	217.00	217.00	218.00	218.00	217.00	217.00	219.00		218.00
351.00	352.00	353.00	353.00	353.00	353.00	353.00	353.00	364.00	364.00	364.00	360.00	360.00		364.00
42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	41.75	41.75	41.75		42.75
0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33		0.33
0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50					0.50
4,200.33	4,201.73	4,202.73	4,199.73	4,199.73	4,200.73	4,200.73	4,200.73	4,211.73	4,211.73	4,230.45	4,227.06	4,231.42		4,223.33
4,812	4,814	4,815	4,813	4,814	4,814	4,814	4,814	4,825	4,825	4,852	4,855	4,861		4,836
15,628	15,700	15,700	15,700	15,700	15,700	15,700	15,700			16,390	16,564	16,445		15,700
25,813	25,639	25,677	25,604	25,560	25,537	25,537	25,537			* 26,121	26,091	26,193		** 26,002
11,758	12,083	11,871	11,637	11,457	11,378	11,378	11,378			*13,028	12,697	12,424		** 12,785
999	1,099	1,050	1,003	959	957	957	957			* 1,118	1,047	989		** 1,161
397	393	387	382	379	372	372	372			* 401	390	387		** 414
178	174	172	175	173	173	173	173			* 154	159	159		** 178
39,145	39,388	39,157	38,801	38,528	38,417	38,417	38,417			* 40,822	40,384	40,152		** 40,540

September 30th Enrolment Estimates

Prepared by Human Resources

December, 1991

200 Main Street
Boston, Mass.
1901

To The Trustees and Members
of the Board of Directors
of the Boston Board of Education

I have the honor to acknowledge the receipt of your letter of the 14th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully,
Your obedient servant,
J. A. Smith

Very truly yours,
J. A. Smith

Enclosed for the Board of Directors is a copy of the report of the Committee on the subject of the proposed changes in the curriculum of the High School, as requested by the Board at its meeting of the 10th inst.

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THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

DECEMBER 31st ACTUAL																			
	1985	1986	1987	1988	1989	1990	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	1991 BUDGET
Admin & Support Staff	401.97	417.37	430.24	469.64	491.54	493.54		492.54	492.54	487.54	487.54	487.54	486.54	486.54	487.04	486.71	486.71		486.04
Co-ordinators/Consultants	77.50	78.00	80.00	77.67	77.67	75.67		75.67	75.67	75.67	75.67	75.67	75.67	75.67	66.67	66.67	66.67		66.67
Teachers - Elementary	1,317.25	1,362.95	1,414.75	1,498.45	1,592.15	1,628.35		1,631.25	1,631.65	1,633.65	1,634.65	1,634.65	1,634.65	1,634.65	1,661.85	1,659.75	1,659.75		1,651.25
Secondary - Composite	750.83	732.67	741.83	757.50	795.00	841.00		841.00	841.67	841.67	841.67	841.67	841.67	841.67	849.34	850.67	850.67		850.50
- Vocational	168.67	159.83	160.90	160.07	146.00	116.67		116.67	116.00	116.00	116.00	116.00	116.00	116.00	107.67	107.67	107.67		116.17
- Vanier	29.00	31.00	31.50	33.00	34.00	33.50		33.50	33.50	33.50	33.50	33.50	33.50	33.50	34.00	34.00	34.00		34.00
Elementary TR	39.00	34.00	29.00	26.00	24.00	20.00		16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00		16.00
Secondary TR	4.00	6.00	7.00	8.00	7.00	9.67		13.67	13.67	13.67	13.67	13.67	13.67	13.67	14.67	14.67	14.67		13.67
Lunchroom - Elementary	68.60	78.40	92.80	102.90	115.10	112.30		113.57	113.57	113.57	113.57	113.57	113.57	113.57	116.36	118.07	118.50		113.57
- Secondary	7.00	7.30	7.30	7.00	7.00	7.00		7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00		7.00
- Vocational	3.30	3.10	3.10	3.10	2.60	2.14		2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.00	2.00	2.00		2.14
Bus Supervisors	6.40	12.10	13.90	14.40	16.50	17.68		17.68	17.68	17.68	17.68	17.68	17.68	17.68	16.71	16.71	16.71		17.68
Educational Assistants	123.50	139.00	155.00	173.00	217.50	221.50		221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	223.43		216.50
Lunchroom Assistants	1.97	5.14	5.71	6.00	6.43	6.56		6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56		6.56
Ctrks/Maint/Whs/Asbestos	209.00	210.00	210.00	217.00	218.00	220.00		217.00	217.00	217.00	217.00	217.00	218.00	218.00	217.00	217.00	219.00		218.00
Cleaners/Cooks	325.00	330.00	333.00	340.00	347.00	351.00		351.00	352.00	353.00	353.00	353.00	364.00	364.00	364.00	360.00	360.00		364.00
Staff On Loan - Teachers	30.42	29.55	34.25	34.92	33.92	41.25		42.75	42.75	42.75	42.75	42.75	42.75	42.75	41.75	41.75	41.75		42.75
- Consultants				0.33	0.33	0.33		0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33		0.33
- Clerical						0.50		0.50	0.50	0.50	0.50	0.50	0.50	0.50					0.50
Full Time Equiv. Positions	3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,198.66		4,200.33	4,201.73	4,202.73	4,199.73	4,200.73	4,211.73	4,211.73	4,230.45	4,227.06	4,231.42		4,223.33
Number Of Employees						4,805		4,812	4,814	4,815	4,813	4,814	4,825	4,825	4,852	4,855	4,861		4,836
Lunchroom Enrolment	9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,571		15,628	15,700	15,700	15,700	15,700			16,390	16,564	16,445		15,700
Enrolment - Elementary	* 24,543	* 24,682	* 24,741	* 25,007	* 25,474	* 25,811		25,813	25,639	25,677	25,604	25,560	25,537		* 26,121	26,091	26,193		** 26,002
- Sec Composite	*12,431	*11,928	*12,171	*12,213	*12,354	*12,707		11,758	12,083	11,871	11,637	11,457	11,378		*13,028	12,697	12,424		** 12,785
- Sec Vocational	* 1,942	* 1,794	* 1,698	* 1,598	* 1,453	* 1,189		999	1,099	1,050	1,003	959	957		* 1,118	1,047	989		** 1,161
- Sec Vanier	* 375	* 400	* 400	* 407	* 400	* 399		397	393	387	382	379	372		* 401	390	387		** 414
- T. R.	* 286	* 262	* 243	* 210	* 193	* 178		178	174	172	175	173	173		* 154	159	159		** 178
- TOTAL	* 39,577	* 39,066	* 39,253	* 39,435	* 39,874	* 40,284		39,145	39,388	39,157	38,801	38,528	38,417		* 40,822	40,384	40,152		** 40,540

* September 30th Enrolments

** September 30th Enrolment Estimates

Prepared by Human Resources

December, 1991

REPORT OF SUPPLY TEACHER USAGE - ELEMENTARY + SECONDARY - TOTAL TO OCT 31, 1991

	PERS. REASONS/ ILLNESS	FIELD WORK/ CO-INSTR. ACTIVITY	CONF./ SEMINAR/ MEETING OUTSIDE SYSTEM	PLAN'G/ CURR'CM./ IN-SERV./ MEETING INSIDE SYSTEM	IN SCHOOL MEET-ING	FEDER- ATION MATTERS	OTHER	NOT INDI- CATED	TOTAL DAYS	EXPENSE	LONG TERM OCCAS.	TOTAL EXPENSE	**1991 % SPENT	*1990 % SPENT
JANUARY								2093.0	2093.0	\$214,521				
FEBRUARY	21.5	1.0	1.0					2902.0	2925.5	\$299,856				
MARCH	773.5	37.0	38.5	102.5	35.0	14.5	75.0	153.0	1229.0	\$124,447				
APRIL	1352.0	84.0	82.5	206.5	121.5	22.5	77.5	181.0	2127.5	\$215,336				
MAY	1511.0	318.0	114.5	312.5	71.5	46.5	184.5	227.0	2785.5	\$282,869				
JUNE	795.0	145.5	23.5	151.5	41.5	16.0	90.5	163.5	1427.0	\$147,039				
JULY	0	0	0	0	0	0	0	0	0	0				
AUGUST	0	0	0	0	0	0	0	0	0	0				
SEPTEMBER	632.5	53.0	29.5	60.5	42.5	17.5	166.0	102.5	1,104.0	\$124,391				
OCTOBER	1411.0	163.5	189.5	137.5	71.0	18.0	96.5	297.0	2,384.0	\$250,402				
NOVEMBER														
DECEMBER														
TOTALS	6496.5	802.0	479.0	971.0	383.0	135.0	690.0	6119.0	16,075.5	\$1,658,861	1,111,945	2,770,806	67.78	81.1

* 1990 Budget \$3,380,000

** 1991 Budget \$4,088,000

Note: The 'not indicated' column is overstated due to the fact that the new time sheet was not in effect for the months of January and February.
All days were entered into this column for these two months.

REPORT OF SUPPLY TEACHER USAGE - ELEMENTARY - TOTAL TO OCT 31, 1991

	PERS. REASONS/ ILLNESS	FIELD WORK/ CO-INSTR. ACTIVITY	CONF./ SEMINAR/ MEETING OUTSIDE SYSTEM	PLAN'G/ CURR'CM./ IN-SERV./ MEETING INSIDE SYSTEM	IN SCHOOL MEET- ING	FEDER- ATION MATTERS	OTHER	NOT INDI- CATED	TOTAL DAYS	EXPENSE	LONG TERM OCCAS.	TOTAL EXPENSE
JANUARY								1,758.5	1758.5	\$180,228		
FEBRUARY	21.5		1.0					2,338.5	2,361.0	\$242,002		
MARCH	584.5	9.0	15.5	72.0	35.0	12.5	17.5	95.5	841.5	\$85,210		
APRIL	1,070.0	28.0	55.5	158.0	120.5	19.5	48.0	118.0	1,617.5	\$163,723		
MAY	1,179.5	126.0	69.0	225.0	68.5	37.5	105.0	139.5	1,950.0	\$198,022		
JUNE	708.5	122.0	19.0	119.0	41.0	13.0	52.5	99.0	1,174.0	\$120,969		
JULY												
AUGUST												
SEPTEMBER	487.0	31.0	21.5	51.5	41.5	15.5	107.5	52.5	808.0	\$94,399		
OCTOBER	1,126.0	107.0	132.5	114.5	71.0	12.0	73.0	170.0	1,806.0	\$191,538		
NOVEMBER												
DECEMBER												
TOTALS	5,177.0	423.0	314.0	740.0	377.5	110.0	403.5	4,771.5	12,316.5	\$1,276,091	797,653	2,073,744

Note: The 'not indicated' column is overstated due to the fact that the new time sheet was not in effect for the months of January and February.
All days were entered into this column for these two months.

REPORT OF SUPPLY TEACHER USAGE - SECONDARY - TOTAL TO OCT 31, 1991

	PERS. REASONS/ ILLNESS	FIELD WORK/ CO-INSTR. ACTIVITY	CONF./ SEMINAR/ MEETING OUTSIDE SYSTEM	PLAN'G/ CURR'CM/ IN-SERV./ MEETING INSIDE SYSTEM	IN SCHOOL MEET- ING	FEDER- ATION MATTERS	OTHER	NOT INDI- CATED	TOTAL DAYS	EXPENSE	LONG TERM OCCAS.	TOTAL EXPENSE
JANUARY								334.5	334.5	\$34,293		
FEBRUARY		1.0						563.5	564.5	\$57,854		
MARCH	189.0	28.0	23.0	30.5		2.0	57.5	57.5	387.5	\$39,237		
APRIL	282.0	56.0	27.0	48.5	1.0	3.0	29.5	63.0	510.0	\$51,613		
MAY	331.5	192.0	45.5	87.5	3.0	9.0	79.5	87.5	835.5	\$84,847		
JUNE	86.5	23.5	4.5	32.5	.5	3.0	38.0	64.5	253.0	\$26,070		
JULY												
AUGUST												
SEPTEMBER	145.5	22.0	8.0	9.0	1.0	2.0	58.5	50.0	296.0	\$29,992		
OCTOBER	285.0	56.5	57.0	23.0		6.0	23.5	127.0	578.0	\$58,864		
NOVEMBER												
DECEMBER												
TOTALS	1,319.5	379.0	165.0	231.0	5.5	25.0	286.5	1,347.5	3,759.	\$382,770	314,292	697,062

Note: The 'not indicated' column is overstated due to the fact that the new time sheet was not in effect for the months of January and February.
All days were entered into this column for these two months.

**REPORT OF THE
AFFIRMATIVE ACTION/EMPLOYMENT EQUITY COMMITTEE**

Present: Ms. A. Stewart (Chairman); Trustees Deans and Penner.

Also

Present: Ms. S. Ophoven (O.P.S.T.F.), L. Tindall (F.W.T.A.O.) and G. Boyce (Teacher)

Officials

Present: Mr. B. Sinclair (Superintendent of Human Resources)
Ms. S. Mawson (Employment Counsellor)

The Committee recommends:

GENERAL

1. That the "Employment Equity for Women: Survey of School Boards, September 1991", as amended, be approved and submitted to the Ministry of Education. (see attached)

2. That the Report re Progress Towards Targets - Summary Update 1991 be received for information.

3. That the following be adopted as the Hamilton Board's advertising message as an Equal Opportunity Employer:

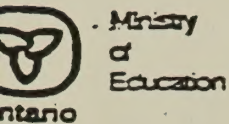
The Hamilton Board of Education is committed to Employment Equity. We encourage applications from qualified persons that include: aboriginal people, those with disabilities, members of visible minorities and women.

4. That the video, "All in a Day's Work", and Fact Sheet "Work and Family" from the Ontario Women's Directorate be received for information.

Respectfully submitted,

A. Stewart
Chairman

Committee Room
1991 11 26



Employment Equity for Women Survey of School Boards

Background Information

School Board Name:

Hamilton Board of Education

Address:

PO Box 2558, Hamilton, Ontario L8N 3L1

Telephone Number:

4165275092

Fax Number:

4165212539

Regional Office Location:

Employment Equity Responsibility

Name of Board Chairperson:

Margaret Cunningham

Name of Director of Education/
Secretary of School Board:

Keith Rielly

Supervisory Officer responsible for
Employment Equity:

Name

Bruce Sinclair

Title

Superintendent - HRD

Telephone Number

4165275092

Staff responsible for day-to-day operations of
Employment Equity:

Name

vacant

Title

Percentage of Time Allocated to Employment Equity during the period September 1, 1991 to August 31, 1992:

0 %

Employment Equity Statistics

a) Please provide your board's most recent (September 1991) statistics for the following positions of added responsibility:

Positions of Added Responsibility	Total Number	No. of Females	No. of Males	% Female
Director of Education/Secretary of School Board	1	-	1	-
Associate Director of Education	1	-	1	-
Supervisory Officer	11	2	9	22
Principal - Secondary	16	2	14	13
Principal - Elementary	74	17	57	23
Vice-Principal - Secondary	23	5	18	22
Vice-Principal - Elementary	22	12	10	54

b) Please provide the most recent (September 1991) statistics for other occupational categories in your board with less than 30% representation of women:

Occupational Categories (please specify)	Total Number	No. of Females	No. of Males	% Female
Assistant Department Head	75	21	54	28
Foremen	17	0	17	-
Group Caretakers	211	42	169	20
Program Coordinators	18	4	14	22

Employment equity initiatives

1 Please identify the barriers that have impeded the promotion of women in your board.

Some examples of barriers could be lack of gender balance on interview panels; selection criteria that have not been screened for gender biases against women; and insufficient outreach for vacancies.

BARRIERFOR WHOM

1)	Selection Criteria and evaluation	all groups
2)	Training of Interview Teams	" "
3)	Excessive expectations for positions of responsibility	all groups
4)	Lack of alternate work arrangements and family-responsive policies	all groups
5)	Lack of available information regarding qualifications and job requirements	all groups
6)	Knowledge of how to build skills, gain recognition and visibility and set career goals	all groups
7)	Opportunity to practice administrative skills	teaching staff cleaning/caretaking staff
8)	Outdated values, attitudes and perceptions	all groups
9)	Insufficient outreach and recruitment	all groups
10)	Assessment Centre	teaching staff preparing for Vice-Principalships and Principalships
11)	Credentialism	not across the Board - but potentially a difficulty in certain administrative jobs
12)	Inhospitable environment	Group Caretakers, Foremen
13)	Seniority	
14)	Leadership courses for women only	female staff

Employment Equity Initiatives

4. a) What strategies (special measures) has your board been undertaking in order to increase the number of women in positions of added responsibility and to address the barriers identified in question number 3?

Strategies might include: job shadowing; revising recruitment and selection policies and procedures, implementing a mentoring program, leadership programs for women or an outreach program.

Please be specific and use additional space if required.

Barrier	Strategy/Special Measures	Progress
#1	Develop selection procedures model which includes balanced interview teams and job-related criteria	in progress
	Revision of application forms for administrative staff	in progress
#2	Training of interviewers	in progress
#4	Established committee to explore the possibilities of Alternative Work Arrangements and Family Responsive issues	initiated
	Staff Development programs available to all staff on balancing Home and Career and Positive Parenting	initiated
#5	Gathering information on Career Paths (qualifications and job requirements)	initiated
#6	Created position of Career Counsellor	established
	Women Teachers Association initiated Mentoring Program	initiated
#7	Job Experience Program for administrative staff	established and on-going
	Job Experience Program for teaching staff (proposed but deferred indefinitely)	
#8	Equity I and II Workshops to raise awareness	initiated
#9 (#12)	Network for Women Caretakers	established and ongoing
#9	Applicant Tracking	" "
#10	Review of Assessment Centre	initiated
#11	Establish position-by-position job-related criteria in Plant Department	in progress

b) What strategies (special measures) does your board intend to undertake over the next three years in order to increase the number of women in the position and to help eliminate those barriers you identified?

Please be specific and use additional space if required.

BARRIER

STRATEGY

- | | |
|--------|---|
| #1 | Commitment to review procedures and requirements |
| #2 | Provide training for anyone involved in the selection process |
| #4 | Commitment to look at each request for Alternative Work Arrangements balancing the needs of the job with those of the individual. |
| #5 | Finalize, expand and publicize Career Path Information |
| #6(#7) | Commitment to have male/female balance on Area Committees |
| #8 | Encourage female students to take Math and Science |
| | Ensure balance of Male/Female where more than 1 administrator |
| | Increase male teachers in Primary classes and female teachers in Secondary school(s) and males in Family Studies/females in Design and Technology |
| | Develop criteria for leadership |
| #12 | Undertake Equity Inventory of Activities |
| #9 | Skills Inventory |
| | Recruitment teams sent to Faculties of Education include women and visible minorities |
| #10 | Review of the Assessment Centre |

~~Employment Equity Initiatives~~

2. Has your board developed or is your board in the process of developing any of the following policies?

Please be specific and use additional space if required.

a) Workplace or sexual harassment ☒ Yes ☐ No

We have developed a policy (see attached policy brochure)

A trained team of volunteer men and women act as Facilitators to resolve or investigate complaints - coordinated by the Employment Equity Coordinator.

We have produced a video entitled, "Harassment is no joke", which is used for communicating our policy. Other Boards of Education have purchased copies of our video for their own use

b) Inclusive language ☐ Yes ☒ No

a) There is no existing policy that addresses inclusive language on a system-wide basis

b) A Curriculum Documents Editor reviewed existing curriculum and support documents with a focus on appropriate language regarding gender and ethnicity

c) Work and family responsibilities ☒ Yes ☐ No

A committee comprised of representatives from employee groups formed to explore the possibilities of Alternate Work Arrangements and family responsive issues.

No policy(ies) to date.

d) Other (please specify) ☒ Yes ☐ No

Mentoring - the Employment Equity office in conjunction with the Women Teachers Association is developing a Mentoring Program

Monitoring Applicant Tracking Forms

Other Employment Equity Practices

C. Please provide any suggestions you have regarding initiatives which school boards and the ministry might undertake cooperatively.

1) Workshops held across Ontario for trustees and officials of Boards of Education explaining and providing information on Employment Equity.

2) Applicants admitted to Teachers' College reflect the Employment Equity requirements set by the Ministry of Education.

Signatures

Please provide signatures below and return completed survey to the Regional Office for the attention of the Regional Director by November 30, 1991.

W. Kelly
Director of Education/Secretary of School Board

November 29/91
Date

Margaret Cunningham
Chairperson of School Board

November 29/91
Date

Education Centre
100 Main Street West
Hamilton, Ontario
1991 12 12

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Katherine Morley (Second Secretary, Elementary School [.8] - Grade 4, Probationary Clerical and Technical Staff), 1992 01 06 (Replacement)

Susan Wojcicki (Switchboard/Teacher Aide - Level 1, Probationary Secondary School Clerical and Secretarial Staff), 1992 01 06 (Replacement)

(a) (i) That the following Educational Assistants be appointed to the Probationary Educational and Lunchroom Assistant Staff, effective 1991 12 01:

Luba Cook
Margaret Davidge
Daniel Horne
Anna Iavarone
Brenda Keddy
Carol Manson
Delores Morrallee (.5)
Leanne Newsham
Laura Robertson
Jill Turnbull
Derek Walker

(Replacements = 13.395; Increase of 1.960 due to contract needs)

(ii) That the following Lunchroom Assistants be appointed to the Probationary Educational and Lunchroom Assistant Staff, effective 1991 12 01:

Evelyn Black (.285)
Lorraine Lamond (.285)
Carol Malec (.285)
Beverley Williams (.285)

(Replacements)

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Permanent Staff, effective 1992 01 01, with salary according to the salary schedule:

Walter Bevan (E)
Arde McGrane (E)
Gregory Rodgers (E)
Susan Rodgers (E)
Cynthia Thomas (E)
Christine Wilson (E)

3. PROMOTIONS

(a) That the following teachers be appointed to the position of Acting Vice-Principal of a Secondary School, effective 1992 02 01, with salary according to the salary schedule:

Paul Smith
Leann Yarwood

(Replacements)

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil**5. TIMETABLE CHANGES**

(a) That the following timetable change be approved, effective 1992 02 01, with salary according to the salary schedule:

Vincent Formosi (S), 5/6 to 6/6 (full time Sem. 1 and 2)

(b) That the timetable of the following staff be changed from .5 to 1.0, effective as shown:

Leslie Walberg (School Social Worker, Professional and Student Services Personnel Staff), 1992 01 06 (**Replacement**)

6. RETIREMENTS

(a) (i) That the resignation of Robert Knuckle, Secondary School Vice-Principal, for the purpose of retirement, effective 1992 01 31, be accepted with regret and that the Board's gratuity be paid.

(ii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Archibald Dharmaratnam (S), 1992 06 30
Ronald Evans (S), 1992 06 30
Larissa Ostapowicz (S), 1992 06 30

(b) That the resignation of the following staff for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

M. Doreen Davis (Educational Assistant, Educational and Lunchroom Assistant Staff), 1992 06 30

7. LEAVING EMPLOYMENT

(a) That the dates for the following teachers to leave the employ of the Board be approved:

Miriam Jansenn (E), 1991 12 31
Michael Ramkeeson (E), 1991 12 31

8. LEAVES**Leave of Absence**

(a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Kimberley Carlsen (E), 1992 01 20 to 1992 07 24
Laura Dowling (S), 1992 02 01 to 1993 01 31
Beth Fitzgerald (E), 1992 03 23 to 1992 08 31
Laurie Gregory (E), 1992 01 06 to 1992 08 31
John Lowry (S), 1992 02 01 to 1992 08 31

Liz Belisario (Professional and Student Services Personnel Staff), 1992 02 10 to 1992 08 14
Jane Lewis (Clerical and Technical Staff), 1991 12 23 to 1992 06 26

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Linda Evans (S), 1992 02 01 to 1992 08 31
Cynthia Robinson (E), 1992 01 01 to 1992 08 31
Merike Rutten (S), 1992 02 01 to 1992 08 31

(b) That the request of the following staff for an extension of a Leave of Absence, effective as shown, be granted:

Return from Leave of Absence

(a) That the following teachers be returned from their Leaves of Absence and assigned teaching duties, effective as shown:

Helen Senson-D'Addario (E), 1991 12 16
Therese Van der Spuy (E), 1991 12 09

(b) That the following staff be returned from Leave of Absence, effective as shown:

Janet Doslea (Secondary School Clerical and Secretarial Staff), 1992 01 06

(a) (i) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Cynthia Campanella (E), 1991 12 02 to 1992 05 22
 Lisa Carter (E), 1991 06 05 to 1991 06 27
 Heather Clarke (E), 1991 10 17 to further notice
 Mary Elliott (E), 1991 09 30 to 1991 10 11 (1.0)
 1991 10 14 to further notice (.5)
 Sharon Elliott (E), 1991 10 17 to 1991 12 20
 Melanie Finlay (E), 1991 10 09 to further notice
 Leslie Francey (E), 1991 10 01 to further notice (.5)
 Robert Gombos (E), 1991 10 22 to 1991 11 22
 Dorothy Haartman (E), 1991 11 19 to 1992 06 25
 Linda Haist (E), 1991 10 01 to further notice (.5)
 Janette Heaven (E), 1991 11 18 to 1991 12 20
 Barbara Holman (E), 1992 01 06 to further notice
 Petra Kruis-Daly (E), 1991 11 08 to 1992 03 13
 Keith Maynor (E), 1991 10 10 to further notice
 Penelope Mitton (E), 1991 10 02 to 1991 11 07
 1991 11 11 to 1991 12 20
 Kathryn Tuite (E), 1991 11 04 to 1991 12 20
 1992 01 06 to 1992 04 30
 Joan Urquhart (E), 1991 11 07 to further notice
 Janice Wilson (E), 1991 10 21 to further notice

(ii) That the effective dates of the appointment of Jeffrey Mackness (S) to the Occasional Staff, approved at a previous meeting, be changed to 1991 09 03 to further notice.

10. OTHERS

(a) We regret to announce the death of Mazie Jacob (Lunchroom Supervisor Staff) on 1991 11 29.

Respectfully submitted,

K. A. Rielly
Director of Education
and Secretary

rt

REQUEST FOR "FOUR OVER FIVE" PLAN

(a) That the effective dates for the Leave of Absence under the Salary Holdback Plan ("Four Over Five") granted to Nancy Martin (E) at a previous meeting be changed to 1992 02 01 to 1992 06 30.

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective 1992 01 01, with salary according to the salary schedule:

Keith Mayner (E)
Y. Diane Nishizaki (E), .5
Donald Orsi (S), Section 27

1.0 Replacement

Section 27 - paid by Ministry of Education

.5 Increase - due to increased enrolment

8. LEAVES

Leave of Absence

(a) Sabine Atkins (E), 1992 01 06 to 1992 07 10
Jane Craibbe (E), 1992 01 06 to 1992 08 31

(b) Charmaine Hanley (Educational and Lunchroom Assistant Staff), 1992 01 20 to 1992 05 29

Arline Smith (Clerical and Technical Staff), 1992 01 06 to 1992 03 27

Leave Extension

(b) Jennifer Smith (Clerical and Technical Staff), 1992 01 03 to 1992 05 25

Leave of Absence - Change

(a) That the effective dates of the Leaves of Absence granted to the following teachers at a previous meeting be changed:

Biljana Arsovic Filice (E), 1992 01 06 to 1992 06 30
Paula Friend (E), 1991 11 08 to 1992 03 05

Return from Leave of Absence

(a) Jane McGall (S), 1992 02 01
Wendy Reeson (E), 1992 01 01

ADDITIONAL INFORMATION

ADDITIONAL INFORMATION

ADDITIONAL INFORMATION: The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land in question.

Yield (1900) 100
Yield (1901) 100
Yield (1902) 100

1. The land in question is located in the State of California, County of San Diego, and is situated in the Township of San Diego, Range 12 North, and Section 12.

2. The land in question is situated in the Township of San Diego, Range 12 North, and Section 12, and is situated in the Township of San Diego, Range 12 North, and Section 12.

3. The land in question is situated in the Township of San Diego, Range 12 North, and Section 12, and is situated in the Township of San Diego, Range 12 North, and Section 12.

4. The land in question is situated in the Township of San Diego, Range 12 North, and Section 12, and is situated in the Township of San Diego, Range 12 North, and Section 12.

5. The land in question is situated in the Township of San Diego, Range 12 North, and Section 12, and is situated in the Township of San Diego, Range 12 North, and Section 12.

6. The land in question is situated in the Township of San Diego, Range 12 North, and Section 12, and is situated in the Township of San Diego, Range 12 North, and Section 12.

7. The land in question is situated in the Township of San Diego, Range 12 North, and Section 12, and is situated in the Township of San Diego, Range 12 North, and Section 12.



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